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Northern Essex

COMMUNITY COLLEGE

91/92 Catalog

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1991-1992
Catalog

Northern Essex Community College

Elliott Way
Haverhill, Massachusetts 01830
Telephone 508-374-3900

College Directory

Main Number 508-374-3900	Registrar's Office Allen Felisberto, Registrar B-Building, 508-374-3700
Office of the President John R. Dimitry, President A-Building, 508-374-3855	Bursar's Office Regina Correia-Branco, Bursar B-Building, 508-374-3895
Academic Affairs Robert McDonald, Dean B-Building, 508-374-5805	Cooperative Education Deborah Scire, Director B-Building, 508-374-3722
Administration Joseph Brown, Dean A-Building, 508-374-3922	Lawrence Campus Katherine Rodger, Director 508-688-3181
Student Affairs Norman Landry, Dean B-Building, 508-374-3625	Office for Students with Disabilities Linda Comeau, Acting Director F-Building, 508-374-3654
Admissions Elizabeth Huntley Cole, Director B-Building, 508-374-3600	Placement Abbott Rice, Director F-Building, 508-374-3670
Financial Aid & Special Services Richard Pastor, Director B-Building, 508-374-3650	Student Health Services Patricia Kepschull, Director F-Building, 508-374-3770
Continuing Education & Community Services John Peroni, Dean B-Building, 508-374-3800	Student Activities Stephen Michaud, Director F-Building, 508-374-3731
	Academic Support Center David Kelley, Division Chairperson A-Building, 508-374-5812

Accreditation

Northern Essex Community College is accredited by the New England Association of Schools and Colleges, Inc., which accredits schools and colleges in the six New England states. Accreditation by the Association indicates that the institution has been carefully evaluated and found to meet standards agreed upon by qualified educators.

Northern Essex supports the efforts of secondary school officials and governing bodies to have their schools achieve regional accredited status to provide reliable assurance of the quality of the education preparation of its applicants for admission.

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Welcome by the President

It is my pleasure to welcome you to Northern Essex Community College and introduce you to the comprehensive description of our institution presented in this catalog.

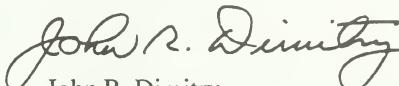
Although it is true that Northern Essex has not been able to escape the state's continuing fiscal crisis unscathed, I am happy to report that the college remains in good health and that demand for the services which we provide has never been stronger. Despite successive reductions and the hardships and inconveniences associated with them, I feel confident that we have been able to maintain the academic integrity of our programs and to continue to deliver the academic support that is so important to our students.

In the midst of all the bad news announcing declining state support and the growing fiscal crisis within the Commonwealth, there also, ironically, has been some very positive and exciting news for Northern Essex.

In March of 1991, Governor Weld announced that the Prudential Insurance Company of America would be donating to the Commonwealth a \$15 million building to be used as a permanent Lawrence campus for Northern Essex Community College. This represents the largest private sector donation ever made to a Massachusetts community college and the realization of a long-time goal of our institution. We will now be in a position to expand our services in Lawrence and benefit thousands of students in that area.

As the events of the past year demonstrate, it is important to maintain goals steadfastly, especially when challenges develop. I congratulate you on your decision to continue your education, and we look forward to providing the academic support and training you need so that you will be able to fulfill your goals.

Sincerely,



John R. Dimitry
President of the College





Introduction

Northern Essex Community College is justifiably proud of the quality of education and services it offers to our students. Each year over 10,000 individuals study at Northern Essex either full- or part-time. Classes are small and the student/teacher ratio is low. We have a teaching faculty who concentrate their education, experience and effort in the classroom. When your education is completed, you will join the thousands of Northern Essex graduates who have transferred successfully to baccalaureate programs, or become a part of the highly skilled business, industrial or professional work force for which New England is famous.

You will be able to study at Northern Essex at an extremely low cost. The average full time student residing in Massachusetts spends approximately \$700 a semester for tuition and fees excluding insurance. Part-time study is comparably inexpensive. A number of financial aid sources are available to eligible students and anyone really interested in a college education can find a way to afford Northern Essex.

Northern Essex is a public, two-year college which offers comprehensive programs of study leading to the Associate in Arts degree, the Associate in Science degree and Certificates of program completion. Excellent facilities, solid academic support services and an active student activity program are part of the educational opportunities available at Northern Essex. Flexible scheduling and an opportunity to complete your degree or certificate at your own pace are hallmarks of a Northern Essex education.

Programs specifically designed for transfer are offered in the Liberal Arts, Business, Engineering Science and Business Education for those students planning to work toward a Bachelor of Arts degree or a Bachelor of Science degree at a four-year institution after graduation from Northern Essex. Our graduates have been consistently successful as transfer students in public and private colleges and universities throughout the country.

Career programs are offered in the arts, business, human services, health professions, social services, the paralegal area, the technologies and office technology for those students who intend to seek employment upon completion of the associate degree. Career programs, although not designed specifically for transfer, have significant proven transfer potential.

The General Studies program is available to students who have not decided on a particular field of study and want an opportunity to explore their interests and abilities. Northern Essex especially encourages academic exploration in this program of study.

Northern Essex is part of the local Merrimack Valley community. The rural Haverhill campus borders Kenoza Lake, and is just one minute from Exit 52 on Interstate Route 495. Northern Essex is minutes away from the Greater Lawrence and Greater Newburyport areas, and less than thirty minutes from the City of Lowell. Thanks to the generous donation of a 68,000 square foot building by the Prudential Insurance Company of America, the college now also has a permanent campus in the heart of the City of Lawrence. It is anticipated that eventually a full range of academic programs, noncredit offerings and support services will be available at this site.

Extension campuses are located in Andover, Newburyport and Reading. Our locations mean easy commuting, minimum disturbance of home and job schedules, and avoidance of expensive dormitory and food plan costs. We are in close touch with what is going on in the Merrimack Valley—we are in touch with the kinds of academic programs people want to study, the skills training the community needs, and where career opportunities for our graduates are located.

Philosophy of the College

Northern Essex Community College is committed to the belief that high quality, low cost education should and can be available to everyone in the community. People of all ages and backgrounds are welcome to utilize the educational opportunities offered.

Northern Essex seeks out potential students who may not be aware of the educational possibilities around them. Age, ethnic or religious background, physical disability or past academic records are not prohibitive factors to admission. The college encourages people to consider education throughout their lives.

To implement these ideals, the college has developed and is continuing to expand a wide variety of flexible programs to meet diverse community needs. The college attempts in its programming to reflect directly the interests of business, culture, health and industry in the Merrimack Valley area.

Mission of the College

The mission of Northern Essex Community College is to serve the people of the Greater Merrimack Valley as a caring and comprehensive center of educational excellence which offers high quality, affordable adult and postsecondary education through the Associate Degree level, as well as a broad range of occupational programs and community services which enhance the social, cultural and economic life of the region.

Goals

In keeping with this mission, which it has embraced since its founding in 1961, Northern Essex commits itself, within the limits of available resources, to the following major institutional goals:

Access and Retention:

- To provide access, for both traditional and nontraditional populations, to high quality education through clearly stated academic program admissions standards and a process of timely advising including, where appropriate, mandated assessment and planned placement, which are designed to help students develop their potential and realize their individual goals.
- To provide a wide range of supportive services or reasonable accommodations to help students overcome obstacles of an educational financial, personal, motivational, or physical nature.
- To provide quality programming for those students interested in transferring to baccalaureate degree programs and to work effectively with other educational institutions to facilitate workable transfer agreements.
- To provide quality programming in occupational areas.

Educational Excellence:

- To provide a variety of teaching methods and subjects which furnish students with sufficient background and choices to adapt to a broad range of societal changes.
- To promote excellence in teaching and to encourage the scholarly and professional growth of faculty and staff.
- To encourage experimentation and innovation in educational practices and policies and to evaluate regularly the appropriateness and quality of our academic offerings.
- To foster a climate in which learning is valued for its own sake, is appreciated as a life-long activity and as a means for individuals to develop their intellectual, physical, ethical and social values and skills.

Multicampus:

- To become a multicampus community college which provides comparable programs and services for the community and students of each campus while preserving institutional unity, cohesion and quality.

- To identify and serve segments of the population that may require specific programming approaches, especially those who have been traditionally underrepresented in postsecondary education, and to serve such groups through curriculum development as well as through academic, financial and counseling support.
- To broaden the international and intercultural dimension of education at Northern Essex.

Participatory Governance:

- To promote ongoing educational dialogue among all college associated constituencies including students, employees, governing bodies, accreditation and advisory boards, and representatives of the community at large.
- To maintain an effective participatory internal governance system through the All College Council, a comprehensive advisory system based on a sense of institutional identity and solidarity.
- To encourage creativity and innovation in the implementation, evaluation and modification of college programs and policies through a process of frank and open communication among students, faculty, staff and administration.

Community:

- To serve as a resource to the education, business and industry, arts and science and public service communities of the Merrimack Valley.
- To foster successful career choices and job performance by promoting cooperative and experiential education opportunities, internships and clinical options in a wide variety of settings.
- To continue to interact in cooperative partnership with regional business, industry, schools and service agencies interested in improvement of the regional economy and quality of life.

Student Body

Approximately 10,500 students are currently enrolled at Northern Essex. About 3,800 students are enrolled each semester in the college's Day Division. Another 6,700 students register each semester in the Division of Continuing Education & Community Services.

Our student body is a complex group. Many come here directly after high school, often from the top 15% of their class. Others bring a variety of living and job experiences to their studies. The average age of our students ranges from 21 in the Day Division to approximately 31 in the Division of Continuing Education & Community Services.

Some are taking traditional college programs, planning to transfer to a four-year institution after graduation. Some are enrolled in associate degree or certificate programs leading to immediate employment in specialized career fields. Some are taking remedial and developmental courses to upgrade their academic backgrounds while pursuing a degree program. Others are taking individual courses, exploring alternatives before making more formal academic decisions. Some students take special interest courses only. Large numbers of students are enrolled in nontraditional programs of study such as English as a second language courses, and certain training programs in special skills and high technology areas are designed to fit the unique training needs of individual groups of students or particular employers.

Governance of the College

In conformance with Chapter 15-A of the Laws of the Commonwealth, jurisdiction over Northern Essex Community College is shared by a local Board of Trustees and a central Board of Regents which governs all segments of public higher education in Massachusetts. The Boards, in turn, delegate responsibility for administration of the college to the President. The President solicits advice in the decision making process from a number of sources, including a collegewide All College Council, as well as numerous programmatic advisory councils and commissions comprised of representatives from area businesses, industries, unions, social agencies and educational, public and private institutions in the Merrimack Valley.

Center for Business and Industry

The Center for Business and Industry at Northern Essex is a comprehensive regional resource responsive to skill training and other needs of Merrimack Valley business and industry. The Center plans and implements training programs and adjusts and refines curricula to meet the unique training requirements of individual businesses or institutions. The scope of Center activities is broad, including workshops, conferences and consultant services in addition to classroom training formats. All activities can be scheduled at the main or satellite campuses of the college, at the work-site, or at some convenient alternative location. Through the Center, the college is able to contribute directly and effectively to the economic vitality of the community.

Lawrence Campus

The college's new Lawrence Campus located at 45 Franklin Street in downtown Lawrence, provides a multi-service program to students. Credit courses at the college level, English as a Second Language, special interest courses, and adult basic education courses are offered. Assessment testing, academic counseling and advising in English, Spanish & Vietnamese are available on a limited basis.

For more information on the NECC Lawrence Campus, call 508-683-4259.

Extension Campuses

Northern Essex maintains extension campuses in Andover, Lawrence, Newburyport and Reading. Credit and noncredit courses and special programs are conveniently offered at extension sites.

The NECC Foundation

The Northern Essex Community College Foundation is a non-profit organization established by members of the community to provide support for the goals of the college and to expand opportunities available at the college. Incorporated in 1972, the Foundation provides scholarships, cultural events, and education and community services not ordinarily available to the college community. It is the aim of the Northern Essex Community College Foundation to grow and develop into a truly significant contributor to the educational and cultural life of the college.

Gallaudet University Regional Center for New England, New York and New Jersey

Northern Essex is the home of the Gallaudet University Regional Center for New England, New York and New Jersey. The Center implements a program of services to meet the academic, social, cultural and economic needs of hearing-impaired persons in the service area. The Center also disseminates information on deafness and on grants relating to deafness to appropriate agencies and individuals, and serves as a resource for persons and agencies involved in services for deaf persons.

NECC Alumni Association

The Northern Essex Community College Alumni Association was founded in 1971 to promote the interests of Northern Essex and its alumni and to foster an ongoing relationship between the college, its graduates and the community. Under Chapter 150 of the Massachusetts General Laws, the Alumni Association elects one of its members to sit on the college's Board of Trustees, and another graduate is appointed by the Governor.

General College Policies

Mandatory Assessment and Planned Placement

Assessment at NECC is defined as a test of a student's abilities in reading, writing and math.

1. All matriculated college students will be assessed prior to registration.
2. Non-matriculated students may take no more than 6 credits before they must be assessed (unless those credits are in math or English composition).
3. Students enrolling in any math or English composition course must be assessed in that area.
4. Non-native English speakers may take a different test, but they must show proficiency in English before they can take courses which carry graduation credits.
5. Testing accommodations will be made for handicapped students in conjunction with the Office for Students with Disabilities.

Affirmative Action/Accessibility

Northern Essex Community College complies with the requirements of Title IX of the Higher Education Act of 1972 and with the Viet Nam Era Readjustment Assistance Act of 1974.

Recruitment, admission, programs, activities and facilities are available to all on a non-discriminatory basis, without regard to race, color, national or ethnic origin, religion, sex, marital or parental status or handicap. The college is an equal opportunity/affirmative action employer. Northern Essex is physically accessible to all people, including those who use wheelchairs. All programs and activities are accessible to all otherwise-qualified students with disabilities. The college complies with the requirements and spirit of Section 504 of the Rehabilitation Act.

Inquiries regarding affirmative action and accessibility policies should be addressed to the Affirmative Action/Equal Opportunity Officer and/or the Section 504 Compliance Officer, Northern Essex Community College, Haverhill, MA 01830.

Privacy Act Information

The Family Educational Rights and Privacy Act of 1974, as amended, insures confidentiality of educational records and prescribes the conditions under which information about students can be released to the student, parents or guardians, and authorized third parties. In addition, the Act defines the general record keeping requirements that the institution must maintain to insure accuracy and access of student educational data. The general Provisions of the Act are basic to the following guidelines.

- Students have the right to inspect their academic record (transcript) and student file, and request corrections to data that they believe to be in error or challenge the contents of their student record. The student academic record and file includes all information as of the date of application.
- Students have the right to obtain copies of their academic records, must do so in writing, and may be charged for copies. The institution is not obligated to provide original source documents from other institutions but will provide certified copies upon request.
- Students' parent(s) or legal guardian(s) have the right to access and to copies of their children's academic transcript and record only if the child is less than 18 years of age, or they can document that the child is a legal dependent (based on Internal Revenue Service guidelines).

- The institution may refuse to provide transcripts for such reasons as nonpayment of financial obligation of debt owed the college, but students still retain the right to inspect their records.
- The institution may disclose academic and Directory Information to authorized individuals within the institution such as the student's faculty advisor, Division or Department Chairperson, Program Coordinator, Deans, Student Affairs officers, Director of Health Services, and to any third party as authorized by the Act.
- Directory Information is defined as the student's current and previous name, mailing address and telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, position and salary if employed by the college, and the most recent previous educational institution attended by the student.
- A student has the right to restrict release of Directory Information in whole or part to certain parties, and must submit a request in writing to the Registrar within five days of the start of semester or session.

Additional information about this act, the specific policies of this institution, and students' rights may be obtained by contacting the Student Information Officer, Allen A. Felisberto, Registrar, c/o Northern Essex Community College, Elliott Way, Haverhill, MA 01830, telephone 508-374-3700.

Financial Obligations to the College

Students are expected to fulfill the terms of any financial obligation they make to the college, and pay all of their tuition and fees bills by the posted dates. Failure to do so may result in registration (classes) begin cancelled with no guarantee of reinstatement into the same classes, and/or the College's right to prevent students or other third parties from obtaining copies of their academic record and transcript until such time that their financial obligation is fulfilled. Contact the Registrar's Office or Bursar's Office if there are any questions about this subject.

Change of Address

Students who change their mailing address or telephone number should notify the Admissions Office or Registrar's Office in writing, so that their academic records may be updated.

Smoke-Free Environment

Because the effects of smoking have become a major public health issue, and because the effects of second-hand smoke are also harmful, Northern Essex Community College is committed to providing a smoke-free environment for students, employees and visitors. All college buildings in Haverhill and in Lawrence shall be smoke-free beginning in academic year 1991-1992.

For those who wish to smoke despite the harmful effects to themselves or others, accommodations will be made outdoors in the vicinity of each building.

A complete statement of the college's smoke-free policy is available in the Office of the Director of Student Health Services and in the Office of the Director of Personnel.

Northern Essex Community College reserves the right to withdraw or revise any provision or requirement described in the college catalog. Supplements to this document may be issued from time to time to present new or additional information.

circulation



Admission

We encourage everyone to consider Northern Essex Community College. Almost everyone can benefit from a college education or career preparation. We want to give you that opportunity. Traditionally, people think of a college as an educational resource for recent high school graduates. This is true. However, Northern Essex Community College is much more.

- Students may enroll in a traditional transfer program and further their study at a four-year college after earning an associate degree. This allows completion of part of a student's education at a relatively low cost, and students enjoy the benefits of a dedicated teaching faculty.
- Students may enroll in an associate degree program leading to a job and career after graduation.
- Students may choose one of the job-oriented certificate programs to develop or upgrade a skill as quickly as possible.
- Students may study at their own pace, on a full- or part-time basis, days or evenings, and may begin in the fall, spring or summer.
- Students may take one or more courses to explore a field of study or enrich their leisure time.
- Students may complete their GED at NECC.

Getting to Know Northern Essex

We encourage prospective students to talk with our current students and our graduates. They are pleased with their choice of college. Such satisfied students are our best recommendation.

Campus visits are encouraged. Northern Essex is readily accessible to everyone in the Merrimack Valley, and we invite the public to take a first-hand look at us. Campus tours are available, and the Admissions Office and Continuing Education Office staff members are ready to answer questions or refer prospective students to a staff member who will assist with making initial education decisions.

Application

Northern Essex Community College accepts without discrimination all applicants meeting admission requirements for an associate degree or certificate program. Some programs require a specific academic background for admission, others have enrollment limits. Please refer to program requirements.

Applicants for an associate degree program are high school graduates or equivalent. Scholastic Aptitude Test (SAT) scores are not required for admission.

Although Northern Essex has rolling admissions, preference will be given to completed applications received prior to February 1st. Applicants who are not high school graduates must demonstrate an ability to benefit from higher education. For further information, call the Admissions Office. Applications are processed as they are received. Students may start most degree programs in the fall, spring or summer session. Obtain an application form from the Admissions Office. Return the completed form to the Admissions Office and request the high school and any college attended to forward to the Admissions Office an official transcript of grades. Applications which are incomplete cannot be acted upon.

Application/Registration: Individual Courses

Northern Essex provides a comprehensive educational program with a central focus on the learning and interest needs of adults. Credit courses are offered to students interested in part time study by the Day Division and the Division of Continuing Education & Community Services. Non-credit special interest courses are available in the Division of Continuing Education & Community Services only.

Registration for credit and non-credit courses offered by the Division of Continuing Education & Community Services is completed by mail or in person. Tuition and fees calculated at Division of Continuing Education & Community Services rates are payable at registration. Registration periods are scheduled each semester for mid-semester mini-sessions and for summer session.

Classes are held at the Haverhill and Lawrence campuses and at extension campuses in Andover, Reading and Newburyport.

All part time students are encouraged to consider the advantages of formal application for matriculation in a degree or certificate program as early as possible in their academic careers. Early matriculation assures that all of the courses taken are appropriate to the field of study selected. Requirements for admission must be met, except where special circumstances warrant waivers, at the time of admission. Comprehensive advising and academic assessment services are available for students.

For Further Information

All inquiries, requests for forms or other materials, or questions pertaining to application, admission and registration in the Day Division should be sent to the Admissions Office, Northern Essex Community College, Elliott Way, Haverhill, MA 01830-2397. Or, call the Admissions Office. The number is 508-374-3600. The office is open Monday – Thursday, 8 am to 8 pm and on Friday, 8 am to 4:30 pm.

All inquiries, requests for forms or questions pertaining to registration, matriculation and special interest courses in the Division of Continuing Education & Community Services should be sent to the Continuing Education Office, Northern Essex Community College, Elliott Way, Haverhill, MA 01830-2397. Or, call the Continuing Education Office. The number is 508-374-3800. The Continuing Education office is open Monday–Thursday, 8 am to 8:30 pm; Friday, 8 am to 5 pm; and Saturday, 8 am to 2 pm.

Applicants with Disabilities

No pre-admissions disclosure is required for applicants with disabilities. Students with disabilities should notify the staff in the Admissions office or the Office of Students with Disabilities of any condition which would require additional assistance or accommodations in completing their academic program.

Admission for High School Students

Students may take courses at Northern Essex for credit (on a full time or part time basis) while still in high school as participants in the College Experience for High School Seniors Program or the Advantage Program. For more information, call the Admission Office. The number is 508-374-3600.

Foreign Students

Northern Essex Community College may accept a limited number of foreign students each year. Foreign students whose native language is other than English will be required to take an English Language Evaluation Test at the Assessment Center at the Haverhill campus, Room C-201 in the Liberal Arts Building (the number is 508-374-5814), or at the Lawrence campus in the Lawrence Public Library, 51 Lawrence Street. The number is 508-683-4259. The following are required at the time of application:

- High School Transcript: all courses completed in high school should be listed. The transcript must be translated into English and certified as an accurate translation of the original document.

- College Transcript: if applicable and translated into English and certified as an accurate translation of the original document.
- English Language Evaluation Placement Results: those applicants whose test results are unsatisfactory for direct entry to a degree program will be required to complete course work in the English language. Successful completion of these courses will allow students to continue in a degree program.
- Sponsor: Foreign student applicants must have a sponsor in the local area who is a U.S. citizen or registered immigrant.
- Certification of Support: in the amount of approximately \$16,000 annually in a U.S. bank. Upon registration, health insurance is required.

Transfer Credit

Transfer credit may be awarded for a course earned with a grade of C or better at another accredited institution when the course is equivalent to one offered by the college and is applicable to the Northern Essex curriculum in which the student is enrolled. Credit earned at other than accredited institutions will be evaluated on an individual basis. The Director of Admissions will evaluate all credit from other institutions. A grade given for a course transferred from another college is not computed in the QPA at Northern Essex Community College. If credit is to be transferred from one Northern Essex Community College program of study to another, the transfer credit will be evaluated by the Registrar.

Credit at Northern Essex may be granted for courses which have previously been counted toward a degree which an individual has been granted (whether baccalaureate or associate degree) provided the courses previously taken are applicable to the Northern Essex curriculum in which the student is currently enrolled.

Transfer credit for course work completed in another country is not evaluated at Northern Essex. For information on where foreign transcripts may be evaluated, call the Admissions Office. The number is 508-374-3600.

Advanced Placement

Students who take Advanced Placement courses and an Advanced Placement Test of the College Entrance Examination Board in secondary school may be awarded advanced placement and credit at the college. Credit is granted on the basis of a **three** or better score on the Advanced Placement Test.

Articulation Credits and Placement —

Cooperative Venture with Vocational and Comprehensive Secondary Schools

Northern Essex Community College has entered into a number of articulation agreements with regional vocational schools and area high schools to grant college credits and advanced placement for superlative students who have completed advanced coursework in electronics, drafting, computer and information sciences, business, machining and tooling, health technology, math and science. This effort is ongoing, and more schools and programs are expected to be added in the future. To date, agreements have been signed with the following schools:

Greater Lawrence Technical School

Whittier Regional Vocational Technical High School

Shawsheen Valley Regional Vocational Technical School

Greater Lowell Regional Vocational Technical School - Day and evening programs

Methuen High School

Haverhill High School

Northeast Metropolitan Regional Vocational School

For more information, contact the NECC Admissions Office or the guidance counselor or appropriate department head at the secondary school.

CLEP Credit

Northern Essex Community College awards credit in certain predetermined areas as measured by the College Level Examination Program (CLEP). CLEP information is available in the college's Assessment Center (the telephone number is 508-374-5814). Students should submit CLEP transcripts to the Admissions Office for evaluation of CLEP credit. Northern Essex will award the following CLEP examination credits earned by the achievement of the required score:

General Examinations

CLEP Exam	Credits	Semesters	Score Needed
English Composition (Comp I & II)*	6	2	421
Mathematics	6	2	421
Humanities	6	2	421
Natural Sciences	6	2	421
Social Sciences and History	6	2	421

*Northern Essex accepts only Composition with Essay given January, April, June and October.

Test dates are given in the CLEP Bulletin. Northern Essex administers these tests on Fridays, 8:45 am, of the scheduled week. Tests are not given in December and February.

Testing is by appointment only and applications will be accepted no later than 10 working days prior to the test week.

General and subject examinations may also be taken at Lowell University (508-452-5000), North Shore Community College (508-927-4850), and the University of New Hampshire, Durham (603-862-2090).

Subject Examinations

CLEP Exam	NECC Equivalent	Credits	Semester	Score Needed
Intro. Accounting	AC6610/6611 Intro Accounting I/II	6	2	47
American Government	GV3313 Federal Government	3	1	47
American History I:				
Early Colonization /1877	HI9913 U.S. History I	3	1	45
American History II:				
1865 to the present	HI9914 U.S. History II	3	1	45
Biology, General	BI5515/BI5525 Introductory Biology I & Biology II	8	2	46
Intro Business Law	LW6651 Business Law	3	1	51
Chemistry, General	CH5501/CH5502 General Chemistry I & II	8	2	47
College Algebra & Trigonometry	MA5621 College Algebra & Trigonometry	4	1	45
College French				
Level 1	FR4401/FR4402 Intro French I & II	6	2	41
Level 2	FR4451/FR4452 Intermediate French I & II	12	4	53
College German				
Level 1	GM4401/GM4402 Intro German I & II	6	2	40
Level 2	GM4451/GM4452 Intermediate German I & II	12	4	48

CLEP Exam	NECC Equivalent	Credits	Semester	Score Needed
College Spanish Level I	SP4401/SP4402 Introductory Spanish I & II	6	2	41
Level 2	SP4451/SP4452 Intermediate Spanish I & II	12	4	50
Information Systems and Computer Applications	CT6626 Introduction to Information Processing w/BASIC	3	1	52
Human Growth & Development	PS1205 Human Growth and Development Through Adolescence	3	1	45
Intro. Macro-Economics	EC3323 Macro-Economics	3	1	48
Intro. Micro-Economics	MC3322 Micro-Economics	3	1	47
Intro. Management	MG6666 Principles of Management	3	1	47
Intro. Marketing	MK6678 Principles of Marketing	3	1	48
General Psychology	PS1101 Introduction to Psychology	3	1	47
Intro. Sociology	SO3321 Introduction to Sociology	3	1	47
Western Civilization I: Ancient Near East 1648	HI9901 Western Civilization I	3	1	46
Western Civilization II: 1648 to the Present	HI9902 Western Civilization II	3	1	47

Credit for Life Learning

The Credit for Life Learning Policy provides the opportunity to award college credit to students who demonstrate that their knowledge and skills are equivalent to those gained in a course or courses offered by the college.

Students interested in credit for life learning should contact the Registrar's Office for the appropriate forms. The process for obtaining credit for life learning is individualized and may include a challenge examination, one or more personal interviews, preparation of a portfolio, and other detailed evidence that students know those things, or possess the skills, offered in a course for which Northern Essex Community College grants credit.

When the general requirements (and those requirements of the particular department involved in the process) are completed, a decision concerning the awarding of credit for life learning will be forwarded to the student and to the Registrar's Office by the Committee on Credit for Life Learning. The Registrar will enter the credit awarded on the student's permanent record indicating that the credit has been awarded and that it has been earned by the Credit for Life Learning process.

Credit earned through this process may be applied toward graduation. However, it is the policy of this college that 24 credits toward graduation must be from actual course work at Northern Essex. Credit for Life Learning may not be substituted for these 24 credits. Any student in a one-year certificate program must earn at least 12 credits at Northern Essex Community College.

Readmission to the College

Students who, for any reason, do not continue to take courses at Northern Essex must apply for readmission to the college. If they choose to return to the program in which they were formerly matriculated, they must make application for readmission to the program following the procedures of the Admissions Office and the individual academic department.

Tuition-Related Fees

Mandatory tuition rates for Northern Essex Community College are established by the Board of Regents of Higher Education (BRHE) of the Commonwealth of Massachusetts. The Northern Essex Community College Board of Trustees authorizes discretionary fee schedules for the college. Increases in both tuition and fees may occur in future semesters and other unique fees may be charged.

The per credit cost of combined tuition and fees for the Fall 1991 semester will be charged, based on the student's legal residency, according to the following schedule (information concerning residency is given below):

Day Division Courses

Massachusetts Resident—Per credit hour	\$66.00
Non-Residents qualifying for the New England Regional Student Program	
Per credit hour	\$88.00
Non-Residents not qualifying for the New England Regional Student Program and	
Foreign Students (with F-1 Visa and living with immediate family)	
Per credit hour	\$225.00

Division of Continuing Education Courses

Massachusetts Residents—Per credit hour	\$66.00
Non-Residents—Per credit hour	\$88.00
Nursing Program—Per credit hour (no residency requirement)	\$134.00
Non-Credit Courses	

Tuition based on contact hours (no residency requirement)	Varies
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Additional Fees That May Apply

Mandatory Health Insurance—Per academic year	\$375.00
Malpractice Insurance Fee—For courses requiring this coverage	\$14.50
Graduation Fee—Non-refundable fee	\$25.00
Transcript Fee—Per copy	\$1.00
Bad Check Fee—Per bad check	\$10.00
MASSPIRG—Per semester (optional fee, Day Division only)	\$5.00
S.S.A.M.—Per semester (optional fee, Day Division only)	\$2.00

Refund Policy

Credit Courses

Policy is applicable to *both* the Day Division and the Division of Continuing Education & Community Services.

Percent of Refund:
 100% of tuition and fees
 for course if dropped.
 50% of tuition and fees
 for course if dropped.

Full Semester Course:
 Within 7 calendar days from
 start date of the course.
 After 7th day and through
 14th calendar day from
 start date of the course.

8 Week (or less) Course:
 Prior to the 2nd class
 meeting for that course.
 Prior to the 3rd class
 meeting for that course.

Non-Credit Course Refund Policy

100% of *tuition and fees* if dropped prior to first class meeting.
 50% of *tuition only* if dropped prior to the second class meeting.

Important Tuition-Related Notes

Note: Information regarding Financial Aid Tuition Waivers; Veterans, National Guard and Gold Card Tuition Exemptions; and State Employee Tuition Remissions is subject to change.

Residency

To be eligible for the in-state tuition rate students must be legal residents of Massachusetts. In general, effective for the Fall 1991 semester, one is considered a Massachusetts resident if one has been in continuous residency in Massachusetts for *twelve months* immediately prior to the beginning date of the academic period for which one seeks to enroll in the college, and has established a domicile in Massachusetts. Foreign students are not eligible to be Massachusetts residents.

New England Regional Students Program (Day Division Courses Only)

Students who are legal residents of any New England State may be eligible for consideration under the New England Regional Student Program (NERSP). Such students may take advantage of a reduced tuition charge. A student accepted under this program pays the Massachusetts resident tuition rate plus a 50% tuition surcharge fee. Potential students may be eligible for consideration if a study program is not offered at an in-state institution or if Northern Essex Community College is closer to the student's legal residence than an in-state institution. For further information, contact the Admissions Office.

Mandatory Health Insurance

The Massachusetts Mandatory Health Insurance Law requires that all students carrying nine credits or more in one division (either the Day Division or the Division of Continuing Education & Community Services) must participate in the *Massachusetts Regional Community Colleges' Student Accident and Sickness Insurance Plan* or in a health insurance program with comparable coverage. Please note that if you do *not* have at least nine credits in one division, you will not be charged the annual insurance premium. Students who have comparable coverage and wish to waive this fee must furnish the college, on a form provided by the Bursar's Office, written waiver showing comparable coverage. Students with fewer than nine credits may participate.

Financial Aid Tuition Waiver Awards

Tuition Waivers awarded by the Financial Aid Office may be used to help pay for Day Division credits at the rate of \$42.00 per credit hour up to a maximum of \$504.00 per semester (equivalent to twelve Day Division credits per semester).

Veterans/National Guard Tuition Exemptions

Veteran and National Guard Tuition Exemptions may be used to pay for Day Division credits *only* at the rate of \$42.00 per credit hour up to a maximum of \$504.00 per semester (equivalent to twelve Day Division credits per semester). *The balance of the per-credit cost must be paid in full by the student.* Veteran Tuition Exemptions may be used to pay the entire per-credit cost of courses offered in the Division of Continuing Education. National Guard Tuition Exemptions may *not* be used in the Division of Continuing Education.

Gold Card Exemptions

Every student aged 60 or older may take courses at the college tuition-free on a seat-available basis (students are responsible for payment of all fees).

Tuition Remission

Tuition remission benefits offered to state and state higher education and other employees and their dependents, etc., are applicable in the Day Division at the rate of \$42.00 per credit hour up to a maximum of \$504.00 per semester (equivalent to twelve Day Division credits per semester). Tuition remission benefits are applicable in the Division of Continuing Education & Community Services at the rate of 50% of the full per-credit cost.

Installment Plan

Since students might prefer to pay college expenses on a monthly basis, we are pleased to announce that Northern Essex Community College will be offering the Academic Management Services (AMS) Plan effective Fall 1990. The AMS Plan enables you to pay ten equal payments throughout the year, toward an annual budgeted amount, beginning on June 1st. The cost of this plan is \$45 a year. There are no other interest or fee charges.

Third Party Payment

Students whose account will be paid in full or in part by a third party provider such as Massachusetts Department of Rehabilitation, private scholarship, employee tuition plan, etc. must submit proof of unconditional payment guarantee with any balance owed.

MASSPIRG

MASSPIRG (Massachusetts Student Public Interest Research Group) is a non-profit environmental and consumer organization directed solely by students. MASSPIRG was founded in 1972 and now has chapters on twenty-eight campuses throughout Massachusetts. Students at Northern Essex voted to establish a MASSPIRG chapter in the fall of 1990. Some of MASSPIRG's more recent accomplishments include passage of the Massachusetts Clean Air Act, passage of legislation requiring reduced use of toxic substances, and enactment of new and used car lemon laws. MASSPIRG is able to do this work because students have voted to fund the organization through a waivable fee on their tuition bill. The \$5.00 fee per semester is collected from all Day Division students except those who choose to waive it.

S.S.A.M.

S.S.A.M. (the State Student Association of Massachusetts) is an organization consisting of students from the institutions of public higher education funded by the Commonwealth of Massachusetts. The purpose of this organization is to create a working alliance between these students through their schools in order to represent their views and concerns to the General Court, to the Commonwealth, and to the citizens of Massachusetts. The goal of S.S.A.M. is quality, low cost public higher education which is accessible to all citizens of the Commonwealth. The \$2.00 fee per semester is collected from all Day Division students except those who choose to waive it.

Audit of Classes

The cost to audit credit courses in the Day Division and in the Division of Continuing Education & Community Services is the same rate as listed above. To audit a course, obtain a Permission to Audit form at the Registrar's Office

Charge-A-Course (MasterCard/VISA)

Students may charge tuition and fees for courses taken at Northern Essex Community College.

Non-Payment Policy

It is the policy of the Board of Regents of Higher Education that students or former students who are listed by the Bursar's Office as having unpaid debts for tuition or other college-related charges, where said debts have not been discharged by operation of law or where deferred payment of said debts has not been agreed to by said college will not (1) be issued any diploma to which said students might otherwise be entitled; (2) be permitted to register for any program

at any state college for which said students might otherwise be eligible; and (3) be furnished a certified copy of any state college transcript, although said students will be entitled, upon written request, to inspect and review uncertified copies of their transcripts.

Withdrawal from College (Day Division Students Only)

Matriculated students who have been accepted to a college program and must discontinue their studies, must officially withdraw in writing, by completing a Withdrawal from College form. Forms are available in the Admissions office and the Registrar's office. Any refund of tuition and fees will be based on the date of official withdrawal and the time periods outlined in the College's Official Refund Procedure.

Financial Aid

The function of the Office of Financial Aid and Special Services is to provide information about student financial assistance programs for those students who would otherwise be unable to attend college because of economic limitations. Based on an individual's financial need, the Office of Financial Aid allocates funds to assist eligible students in paying for the cost of their college education. Assistance is provided through several sources and a student may receive a combination of more than one type of aid. The amount and type of financial aid a student receives is subject to the allocation levels of the various aid programs and is governed by federal, state and college regulations.

Applying for NECC Financial Aid

To apply for all financial aid funds awarded by NECC, a student must submit a Financial Aid Form (FAF), a NECC Financial Aid Verification Worksheet, and all appropriate income verification documentation. Applications are available year-round; however, due to limited funding, students are urged to apply early. Applications filed prior to April 1 for Fall semester will receive priority. Students applying for aid for the first time for the Spring semester should complete the application process prior to November 1. The absolute deadline for application for a Pell Grant for a current academic year is May 1.

Satisfactory Academic Progress

The United States Department of Education has established regulations regarding satisfactory academic progress for use in the awarding of student financial assistance. These regulations provide parameters for institutions to use in establishing their specific standards of satisfactory progress for purposes of awarding student financial assistance (Pell Grant, Supplemental Educational Opportunity Grant, College Work Study, Perkins Student Loan, Stafford/PLUS Loan, State Student Incentive Grant Programs, and other financial aid programs offered by the college). Students who are not making satisfactory academic progress are prohibited from receiving financial aid. A complete copy of the Northern Essex Community College criteria for determining satisfactory academic progress is available in the Financial Aid Office.

How Need is Determined

Financial Aid is awarded on the basis of financial need. Financial need is the difference between the estimated cost of attendance and the calculated amount the student and family can reasonably be expected to provide. The estimated cost of attendance includes tuition, fees, books, room and board, transportation, supplies, and personal expenses. The student and family contribution is affected by taxable and untaxed income, assets, medical expenses, number of dependents, number in the household, the number of family members in college and other necessary or unusual expenses.

Financial Aid Award Package

An award package may be a combination of any of the following aid programs. A Financial Aid Form (FAF) must be completed to receive consideration for these awards.

Pell Grant: A program funded by the federal government. Once an applicant has completed the application process, a Student Aid Report (SAR) will be sent directly to the applicant, the award amount will be based on the cost of education, the student's enrollment status and the eligibility index. All pages of the SAR must be sent to the Office of Financial Aid before an applicant can receive a grant.

Massachusetts Board of Regents Tuition Waiver: The Massachusetts Board of Regents of Higher Education, the legislative governing board of all public institutions of higher education in the Commonwealth of Massachusetts, has adopted a Tuition Waiver program to ensure that those students most in need receive the financial assistance necessary to begin or continue their education at the post-secondary level. Financial need is determined by the Office of Financial Aid utilizing the federally approved financial needs analysis system. This system assures that equitability and standardized criteria for determining needs will be vigorously applied to each candidate's particular case.

Supplemental Educational Opportunity Grant (SEOG): A grant for students who would be unable to attend school without this aid. This award is limited to undergraduate students. Students with a bachelor's degree are not eligible for this aid.

Massachusetts State Scholarship Programs: Awarded to needy students who are Massachusetts residents. The priority filing date is May 1st. This program is administered by the Board of Regents and utilizes the FAF as the application form.

College Work-Study (CWS): Provides an opportunity for students to work on campus. Funds are awarded to students with the greatest need. Jobs are on campus and attempts are made to find vocationally related positions. Students are paid every two weeks for the hours they have worked.

Perkins Loan: A low-interest, long-term loan awarded by Northern Essex. Loans may not exceed \$3,000 for the first two years of college and \$6,000 for undergraduate study. The interest rate of 5% begins six months after enrollment. While the repayment period extends up to ten years, there is a minimum payment of \$30.00 per month.

Stafford Loan Program: A low-interest, long-term loan available through participating banks. The 8% interest charge for new borrowers will be paid to the bank by the federal government while students are in school and during a six-month grace period after leaving school. A student may borrow up to \$2,625 per year to a maximum of \$17,500 for undergraduate study. Applications are available in the Office of Financial Aid. This loan is based on financial need.

Supplemental Loans for Students (SLS): An SLS is a federally guaranteed loan available to "independent" students to help meet costs of education. Current interest rates are about 12%. A maximum of \$4000 per year may be borrowed. The guarantee fee is 1%. Repayment begins within 30-45 days after disbursement of the entire loan and the term is up to 10 years with a \$50 monthly minimum payment. Some banks will allow the deferment (capitalization) of the interest and principal during enrollment periods.

Parent Loan Program (PLUS):

A PLUS is a federally guaranteed loan available to parents of "dependent" students to help meet the costs of education. Features and conditions are the same as SLS described above.

TERI Supplemental Loan Program: The TERI loans are independent of federal funds so there is no needs test requirements and no income limits. The TERI loans may be obtained for the cost of education minus other financial aid awarded, if any. The TERI loan approval is based on the lender's review of the family's creditworthiness. There is a 4% loan origination fee. The interest rate is adjusted monthly with the principal deferred while the student is still enrolled. The maximum repayment is for 15 years. The current annual interest rate is about 12.0%.

Additional Scholarship Sources

In addition to the need based aid programs administered by the Office of Financial Aid, NECC students may wish to apply to one or more of the following scholarship programs. Application information is available in early Spring.

NECC Scholarship Awards: A series of full tuition scholarships based on financial need, academic excellence, and distinctive contributions to the community. Nominations are submitted by high school guidance counselors and teachers.

NECC Faculty Association Scholarship: For returning and graduating students — Seven awards of \$200 will be awarded to students with a 3.00 grade point average or greater.

NECC Foundation Scholarship: Three scholarships of \$500 are awarded to students with a 3.5 grade point average or greater.

NECC Alumni Association: A \$300 scholarship award is made to one or more NECC students each year.

The AFSCME Association Scholarship: A \$500 scholarship for a transferring student who has completed at least 48 credits with a 3.00 grade point average or greater.

Alumni Overseas Academic Program Scholarship: An annual award of \$250 to a student who will be enrolling in the Overseas Academic Program. The recipient must have a grade point average of 3.0 and have completed at least 30 credits.

The James P. "Jake" Rurak Memorial Scholarship: A scholarship to honor the memory of James P. Rurak, his efforts as a State Senator in establishing Northern Essex Community College, and his contributions to the people of the Commonwealth of Massachusetts. Established for students interested in a career in community or public service.

The Francis J. Bevilacqua Scholarship: A scholarship in honor of Francis J. Bevilacqua who spent so much of his life serving the public. Awarded to current NECC students with a 3.0 grade point average who are residents of Haverhill and who have demonstrated involvement in, or preparing for careers in, public service.

Ann Scannell Scholarship: An award not to exceed \$1,000 a year for tuition and fees is made each year to a student entering Nursing III of the Northern Essex Nursing Program.

Massachusetts National Guard Tuition Waiver Program: Full tuition exemptions are available for all members of the Massachusetts Army and Air National Guard.

Air Force ROTC Scholarship: Application can be made at the end of the freshman year by students with at least a 2.5 grade point average who are enrolled in the ROTC program.

Lung Association Scholarships: Four \$500 health career awards are available for students in the Nursing, Respiratory Therapy and other health curricula.

Haverhill School Committee Scholarships: The Committee makes numerous awards from seven scholarship funds to Haverhill residents entering college each year.

City of Lowell Scholarship Grants: There are eight \$300 two-year scholarships awarded each year to entering students who are residents of Lowell.

Soroptimist Foundation Scholarships: This award is to promote upward mobility in mature women who would like to enter college after being out of the workforce for a number of years.

Dental Assistant Scholarships: *The Milton J. Myers Memorial Dental Scholarship*
The Dr. Bill Gemmell Memorial Dental Scholarship
The Merrimack Valley Dental Society Scholarship

The three Dental Assistant Scholarships are to provide funds for Northern Essex Community College students interested in the dental profession who would not otherwise be able to afford a college education. Each of the three scholarships of \$400 will be awarded annually.

The Louis A. Gigliotti Memorial Scholarship (\$200) is awarded in the memory of Lou Gigliotti, a student at Northern Essex.

The Joseph W. Raney Memorial Scholarship (\$200) is awarded in the memory of Joe Raney, the son of Margaret Raney, a faculty member of Northern Essex.

Adonica Kelleher Memorial Scholarship: This scholarship will be awarded to a disabled student from the Amesbury/Newburyport area who will be majoring in Business. The award criteria is based on prior academic achievement. The award is for \$200 a year (\$100 a semester). Applications will be available in early April.

Continuing Professional Education (CPE) Scholarship: This scholarship award is for a graduating student who is transferring to a baccalaureate college to major in accounting. The recipient must have earned at least a GPA of 3.0. The award amount will be at least \$250.

Edwin J. Oliveira Memorial Scholarship: A scholarship honoring Chief of Police Edwin J. Oliveira of Salisbury, MA. This scholarship will be awarded in the amount of \$50 a course to a Criminal Justice student who has maintained a 2.0 grade point average and who is intending a career as a police or other law enforcement officer.

Advising and Counseling

Counseling

Northern Essex has a staff of professional counselors who understand the problems of the commuting student, the demands of academic life, and the uncertainties students may feel about educational planning, the details of transferring to another college for further study, and selecting an appropriate career. Whether students are traditional or non-traditional, the Counseling Staff can provide counseling and consultation in the following areas:

- Career counseling: individual appointments and group workshops to assist students in choosing, changing or preparing for careers.
- Degree requirements: help with planning a course schedule which will meet degree requirements.
- Personal problems: the counseling staff is trained to help students solve personal problems, or to refer students to someone else who can help.
- Counseling is available on a walk-in basis, or appointments may be made in advance. All counseling is confidential.

Counselors are located in Room F-121 in the Student Center and in the Continuing Education Office, Room B-204 in the Applied Science Building.

Academic Advising

Each matriculated student is provided with an advisor, usually a member of the college faculty, who will help the student utilize the resources of the college and the community to achieve academic, career and personal goals. Academic advising is available at all times during office hours of the Continuing Education Office.

Veterans Information

Students who are veterans, active reservists, on active duty with the National Guard or eligible dependents of a veteran may be eligible for educational benefits or one of the programs summarized below:

Federal GI Benefits: Monthly educational stipend to eligible veterans (or dependents) who entered the service during the Vietnam era: January 1957 to December 1976 (10 years from date of discharge or 1989 whichever comes first).

Two for One Program: Federal benefit that provides for monthly stipend to post Vietnam veterans (after January 1977), who participate in the Two for One Program.

Active Duty National Guard or Reservist Program: A program that provides for a monthly stipend of tuition reimbursement for active duty personnel of the National Guard or Reserves.

State Tuition Exemption Program: A benefit available to all Vietnam era veterans who enlisted while a resident of Massachusetts or have resided in Massachusetts for at least two consecutive years. Eligible veterans may attend any one of the state colleges, universities, or community colleges, *tuition free*, days, nights, or summers; only applicable fees are paid.

For more information about veterans services and benefits, contact the Registrar's office, phone 508-374-3974.

Cooperative Education

The Office of Cooperative Education, located in Room B-320 in the Applied Science Building (B Building), provides students with information on how they may integrate classroom learning with paid or voluntary work experience. Cooperative education courses, offer three elective credits for completion of five on-the-job work objectives related to a student's academic studies. For more information, call the Cooperative Education Office at 508-374-3722.

Placement

The Placement Office is located in the Student Center and provides comprehensive services to students, alumni and members of the community looking for assistance in obtaining employment. The office includes a Career Resource Library, credential files and staff to assist those seeking employment. The office provides information needed to help students understand the implications of their educational and vocational decisions. Placement Office services include:

- A listing of full time and part time jobs that have been sent to the college by area employers. Many of these jobs are directly related to academic programs and could provide students with good entry level opportunities and the necessary work experience to make it easier to obtain employment after graduation.
- Employers visit the college for recruiting purposes. Approximately three times per year, the Placement Office sponsors job fairs. These informal gatherings are popular with students and provide an opportunity to obtain career information and possible jobs.
- Assistance is provided for those seeking help in developing a resume, cover letters, and/or learning proper interviewing techniques.

For more information, call the Placement Office at 508-374-3670.

Office for Students with Disabilities

The Office for Students with Disabilities (OSD) helps the college meet the special needs of students who have physical, sensory, emotional and chronic diseases. OSD provides such services and auxiliary aids as are necessary to enable otherwise-qualified students with disabilities to participate to the fullest extent possible in all college programs and activities.

OSD maintains close working relationships with the various vocational rehabilitation agencies, often serving as an advocate for students. Prospective students and their parents or service providers are encouraged to call with any questions or to arrange a visit to the college. All public buildings on campus are equipped with necessary ramps, elevators and accessible restrooms. If needed, the OSD staff work with individual students and instructors to help meet the particular demands of each class.

Some of the support services available to students with disabilities include a special parking permit, preferential registration, special academic and/or career guidance, supportive counseling, special emergency evacuation procedures, classroom note taking/scribbling and Social Club.

Some of the special support services available for visually impaired students include assistance obtaining tape-recorded texts, Kurzweil reading machine (speech synthesis), Vtek (Visualtek) reading machine (print enlarger), computers with speech synthesizer, assistance in laboratory courses and orally administered tests and scribes.

In addition, the OSD provides, or helps arrange for the provision of special services as necessary for students with mobility and/or manual impairments, specific learning disabilities and other disabling conditions.

The OSD is located in the Student Center (ramped entrance facing the Library building). The telephone numbers are Voice calls: 508-374-3654 and TTY/TDD calls 508-374-3656.

Special Services for Hard of Hearing and Deaf People

Northern Essex Community College has a strong commitment to meeting the special needs of students and provides extensive support services to individuals who are deaf or hard of hearing. Currently, there are about 40 deaf or hard of hearing students enrolled who come to the college from throughout Massachusetts. Our professional staff provides comprehensive support services including a full time counselor who is fluent in American Sign Language, interpreting services

that provide sign language or oral interpreters, and notetaking services which provide the ability to deaf and hard of hearing students to participate actively in class. The college maintains a close working relationship with the Massachusetts Rehabilitation Commission and the North East Independent Living Program of Lawrence which provides independent living skills assistance to students within northeastern Massachusetts. For more information, call 508-374-3959 (TTY) or 508-374-3658 (voice).

Student Health Service

The Student Health Service is staffed by a full-time nurse director and a part-time registered nurse, under the direction of the school physician. The Health Service is open daily, Monday through Friday, 8 am to 4 pm in Room F-112 in the Student Center. The physician holds regularly scheduled clinic hours each week.

The Health Service provides first aid care for acute illnesses, crisis intervention, immunizations, treatments, health counseling, referrals to a variety of agencies in the surrounding communities, and follow-up as needed. All services provided, including physician services and supplies, with the exception of certain tests and certain immunizations, are free of charge to students. Prescriptions written by the school physician may be filled at a pharmacy of choice at the student's own expense. Gynecological services are limited to Pap smears, for a nominal fee. Care for chronic medical problems and extensive laboratory, medical and x-ray work-ups are not provided by the Health Service. Assistance will be given with referrals to outside agencies or medical specialists as needed. In such cases, the student is responsible for expenses incurred.

A major emphasis of the Health Service is preventive health education. The Health Service provides on-going outreach health clinics including health screenings, health education and referrals to community health resources. Special emphasis is given to AIDS education and information as well as drug and alcohol education.

The Health Service staff is available during office hours to respond to emergencies. All emergencies should be reported to the switchboard operator who will page a nurse. At other times, and for serious illnesses or injuries, a community-based ambulance service is used for transportation to nearby area hospitals.

A student may be asked to complete a form describing general health, health history and any supportive services that may be required before services are rendered. For practicum/clinical placement, more complete health records are required. Students will not be allowed to participate in the clinical portion of their program until all information is on file.

Universal Health Care Bill in Massachusetts: MGLS, Section 21 requires every public and independent institution of higher education in the state to ensure that all full-time and three-quarter time students are covered by health insurance which satisfies minimum requirements established by the Department of Medical Security as of September 1, 1989. Students will not be able to enroll without taking this insurance or showing they are covered by another plan. The student health insurance plan is optional for students taking less than 9 credits and for students in the Division of Continuing Education and Community Services.

Childcare Service

In Haverhill

Childcare is available at the Bright Horizons Children's Center located in the Physical Education building. Bright Horizons offers quality childcare in a facility specially designed for children.

Bright Horizons offers full day care from 7:15 am to 5:15 pm for children ages three months through kindergarten. Part time, flexible childcare hours are also offered. Tuition assistance is available to those eligible to participate in the Day Care Voucher Reimbursement Program or to student parents who meet financial assistance eligibility guidelines. For more information, contact the Director, at 508-374-6133.

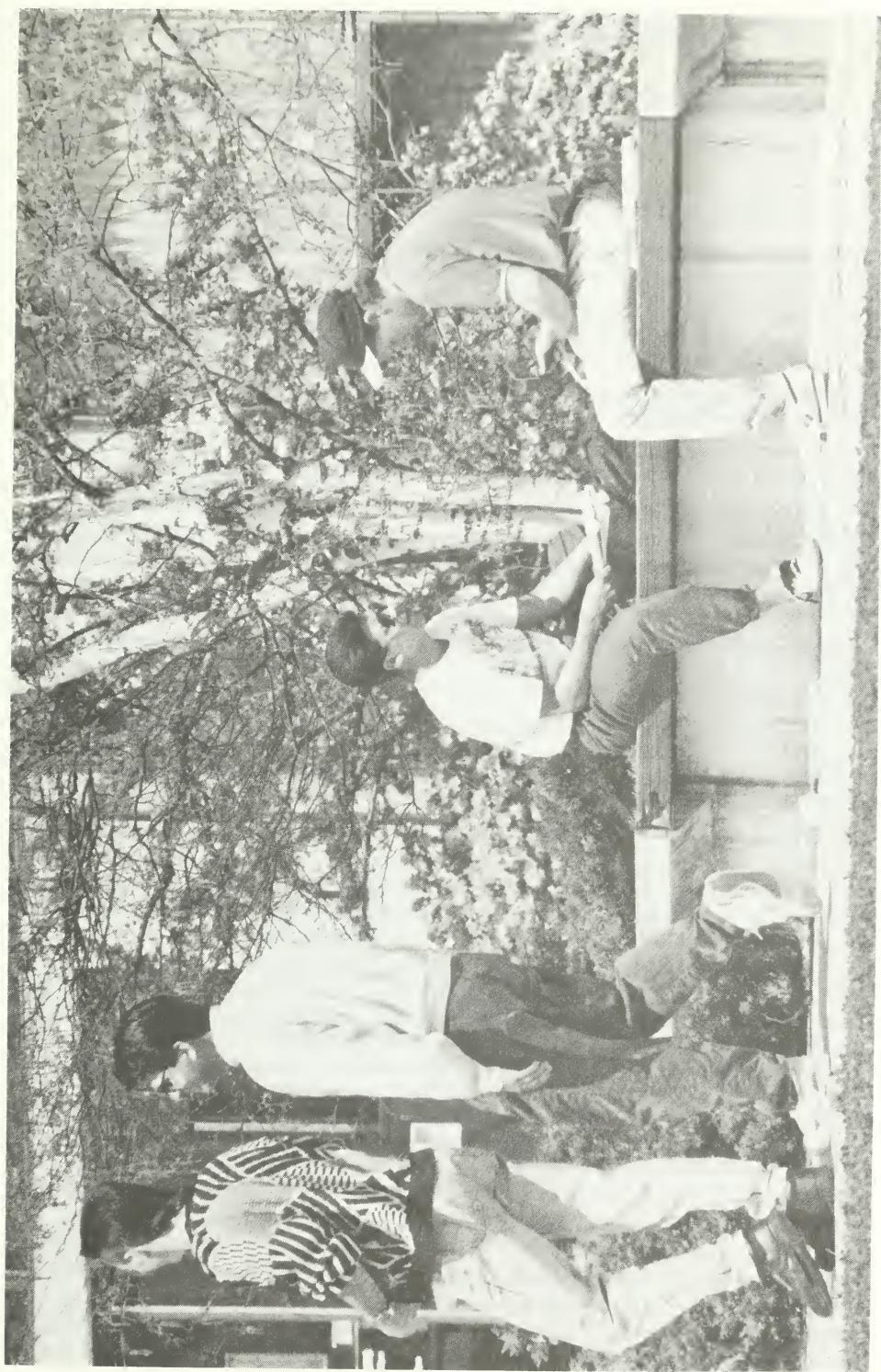
Other Resources and Referrals

Childcare Circuit: Provides referrals to openings in licensed childcare centers in the Merrimack Valley and helps parents locate and evaluate suitable services. There is a nominal fee, but you may qualify for a waiver. Information can be obtained at the Childcare Circuit, 190 Hampshire Street, Lawrence, MA 01840, telephone 508-686-4288.

Family Day Care: In Haverhill—information about services and programs can be obtained by calling the Greater Haverhill Family Day Care Associates local volunteer referral service coordinators at 508-373-7218 or 508-372-1536.

Tuition Assistance: Available to those eligible for the Day Care Voucher Reimbursement Program. Contact the Childcare Circuit, 190 Hampshire Street, Lawrence, MA 01840, 508-686-4288.

Special Problems: Judith Tye, Coordinator of Early Childhood Education at NECC, is available to help those who have questions or particular problems connected with childcare needs. The Early Childhood office is located in the Liberal Arts Building, Room C-380, telephone 508-374-5890.



Student Life

The Student Center and Gym serve as the base for co-curricular activities at Northern Essex. A variety of student offices, services, and activities are located in both facilities.

Co-curricular activities and services in the Student Center include the Student Activities office, Student Senate office, the student newspaper, the student operated radio station, a study/television lounge, the cafeteria, and the bookstore.

Offices providing essential student services include counseling, students with disabilities, placement and career services, and student health.

The gym is home of the recreation center featuring pool and ping pong tables, tournaments, intramural activities, a physical fitness center, and an intercollegiate sports program.

The Student Center also provides facilities for small concerts and movies throughout the academic year.

Student Activities Office

The Student Activities Office provides a comprehensive program of co-curricular events and opportunity for student leadership. Concern for the co-curricular needs of the community college student and the surrounding community is an on-going priority in the Student Activities Office.

Student I.D. Card

All matriculated students are required to carry an I.D. card. This means of identification is necessary for library rentals, admittance to the Recreation Center facility, and to establish eligibility for student discounts at college and local athletic contests and social events. Students must obtain an I.D. card.

Student Government

Northern Essex provides a system of student government through which students can learn democratic principles, parliamentary procedure, leadership styles, decision-making, group dynamics, the complexity of interorganizational relationships, change-agency, long- and short-term planning, representation of constituencies and financial planning.

Each semester, students in the Day Division are assessed an activity fee. This fee allows membership in the student government association. This association then elects representatives of the student body to the student senate. Election of these representatives are held during the fall semester or whenever a vacancy occurs. Representatives serve for a one year period. Those students who will return in the fall semester are appointed by the President of the College on an interim basis during the summer months. As the governing body, the representatives participate in the formation of student organizations and become involved with the budgeting and expenditure of the Student Activity Fund. The representatives also serve as the voice of the students on the All College Council and its respective committees. The student activity fee is optional for students enrolled in the Division of Continuing Education and Community Services. Payment of the activity fee entitles continuing education students to the privileges listed above.

Co-Curricular Activities

The Student Activities Program, supported by the Student Activities Fund, is designed to supplement, complement and interact with academic studies. Through a network of staff interaction, faculty advising, clubs, teams and other groups, students can share ideas and

interests, make choices, interact and communicate, socialize, form relationships and gain confidence and self-awareness.

The program offers an active intramural and recreation program. The recreation program provides opportunities for students to participate in trips, lectures and demonstrations on and off campus.

The Program Committee, made up of members of the Student Senate, sponsors a regularly scheduled entertainment series which brings group and individual entertainers to the campus.

The Student Activity Program supports student publications and more than thirty clubs and organizations ranging from dance, theatre, newspaper, radio station, to contemporary affairs and behavioral science, just to name a few. All specialized groups and clubs are approved by the Student Senate. Requirements for approval include a defined name and purpose, a designated faculty advisor, active membership, and elected officers to lead and conduct the group's business.

For complete information on the Student Activity Program, contact the Student Activities Office in the Student Center.

Varsity/Intramural Athletics

The purpose of athletics at Northern Essex Community College is to provide a chance for the highly skilled student athlete to participate in competitive sports with individuals from other institutions of higher education. Presently, NECC participates in varsity soccer, fall and spring baseball, basketball for men and women, and softball for women. Northern Essex participates in the Massachusetts Community College Athletic Conference and the National Junior Collegiate Athletic Association. Intramural athletics include 3-on-3 basketball, flag football for men and women, ping pong, free throw, deep-sea fishing, tennis tournament, obstacle cycling, golf, cross-country running, and pool/billiards. The recreation program also includes a modern well-equiped health and fitness center including Cybex machines, weights, and newly renovated free-weight room.

Campus Guidelines

Northern Essex Community College supports a code of student rights and responsibilities designed to provide an atmosphere in which sound intellectual and academic development is possible. A detailed statement of student responsibilities and rights is published in the Student Handbook.

Student Absences Due to Religious Beliefs

In accordance with Section 2B of Chapter 151C of the General Laws of the Commonwealth of Massachusetts, students in an educational or vocational training institution, other than a religious or denominational educational or vocational training institution, who are unable, because of their religious beliefs, to attend classes or to participate in any examination, study, or work requirement on a particular day shall be excused from any such examination or study or work requirement, and shall be provided with an opportunity to make up such examination, study, or work requirement, which they may have missed because of such absence on any particular day; provided, however, that such makeup examination or work shall not create an unreasonable burden upon such school. No fees of any kind shall be charged by the institution for making available to the said students such opportunity. No adverse or prejudicial effects shall result to any students because of their availing themselves of the provisions of this section.

Publications

No student or group of students in connection with any publication, public performance or social activity shall use any name or designation that implies a relationship with the college without the sanction of the President of the College or the officers he designates.

Alcohol/Drugs

The college complies with all state and federal laws governing the possession, use and sale of alcohol, drugs, and other illegal substances on campus and at all campus-sponsored activities.

In compliance with the Drug-Free Schools and Communities Act of 1989, the College annually distributes information and policy statements to each student and employee concerning standards of conduct, legal sanctions, health risks, and programs related to its commitment to a drug-free study and work environment. An additional copy of this information and policy statement is available in the office of the Director of Personnel or in the office of the Dean of Student Affairs.

Smoke-Free Environment

Because the effects of smoking have become a major public health issue, and because the effects of second-hand smoke are also harmful, Northern Essex Community College is committed to providing a smoke-free environment for students, employees and visitors. All college buildings in Haverhill and in Lawrence shall be smoke-free beginning in academic year 1991-1992.

For those who wish to smoke despite the harmful effects to themselves or others, accommodations will be made outdoors in the vicinity of each building.

A complete statement of the college's smoke-free policy is available in the Office of the Director of Student Health Services and in the Office of the Director of Personnel.

Housing

No housing facilities are provided by or supervised by the college. Students who wish to move into the immediate college area may rent housing. The Student Activities Office maintains a list of available housing. Students are expected to respect the rights of the people from whom they rent housing and conduct themselves courteously.

Student Grievance Procedure

This procedure secures prompt and equitable resolution of student grievances. Customary channels of communication are used wherever feasible, in seeking clarification of questions of concern, before the grievance procedure is utilized. Details of the procedure are published in the Student Handbook.

Academic Support

Bentley Library

The Bentley Library serves the varied informational needs of the students, faculty, and staff of the college. The Library supports the College's academic programs and provides for the research needs of the students as well as the professional development of the faculty.

There are over 50,000 circulating volumes, 5,000 volumes within the reference and law collections, and 450 periodical and newspaper titles in microfilm and hard copy. Twenty-nine general and specialized magazine indexes provide sources for manual searching, and the Library has two microfilm reader/printers, three microfilm readers, and two photocopiers. Library patrons can search for books by using the computerized Public Access Catalog (PAC). This database offers a complete list of the Library holdings of Northern Essex and the University of Lowell.

The library staff provides in-depth reference service, interlibrary loans and computerized literature searching. In addition, librarians provide instruction to groups and individuals on the bibliographic research process and on strategies for locating and using library materials.

Students and faculty are able to use other Massachusetts public colleges and university libraries, as well as area libraries. Additional educational resources are available through the Library's involvement in consortia that include most of the public and academic libraries in northeastern Massachusetts. A complete list of cooperating libraries is available at the circulation desk.

Through interlibrary loan programs, the compilation of a serials union list in conjunction with the Merrimack Valley Interlibrary Cooperative, and by participating in a computerized cataloging system (OCLC) the Library is able to optimize its shared resources.

Professional staff are on duty during the hours the library is open: 8 am to 9:30 pm, Monday through Thursday and 8 am to 5 pm on Friday. The Library is closed on Saturday (except when Division of Continuing Education classes are held), Sunday, legal holidays and also evenings during August after the close of the summer session.

Instructional Media Center

The Instructional Media Center works to meet the non-print needs of the college community by providing a full range of audiovisual materials and production services.

The IMC maintains a large, comprehensive collection of educational media materials in a variety of presentation formats. The materials include 16mm films 3/4" umatic videotapes, filmstrips, slide programs, audio cassette tapes, records, and overhead transparencies. A software catalog is available at the IMC.

Production services include television, photographic, and microcomputer program development. A director, technical staff, and work-study assistants work to provide concept to completion support in the development of original learning materials.

A state of the art television facility offers both studio and remote capability as well as editing and post-production. The IMC is an origination point for the community cable television system. The IMC is open from 8 am to 9:30 pm Monday through Thursday, Friday from 8 am to 5 pm, and Saturday when Division of Continuing Education classes are held.

Academic Support Center

The Academic Support Center assists students in developing the skills necessary to succeed in college. The Academic Support Center offers drop-in services in reading, writing and math, as

well as assessment of skills, academic guidance, and tutoring in the content areas. Students who are uncertain about their goals or abilities, who had an unrewarding high school experience, who are unfamiliar with the demands of college, or who need to improve their basic skills are urged to contact any of the following areas for further information or assistance.

- The *Assessment Center* helps students become aware of their ability levels in the areas of reading, writing and mathematics. Such awareness is crucial for future success in a college environment. Students and prospective students may make arrangements for assessment testing in basic skills and English as a second language, learn about developmental courses available at Northern Essex and, if qualified, make arrangements for private peer tutoring.

The College-Level Examination Program (CLEP) is offered through this Center. Students who are interested in assessing and improving their academic skills are invited to visit or contact the Assessment Center, Room C-201. The number is 508-374-3872.

- *Academic Advising Services* are available to students who are unsure of their educational or career goals. Free guidance and counseling is provided for general academic questions, for career exploration and for students who learn differently. For more information, contact Academic Advising Services in Room C-204. The number is 508-374-5808.
- The *Peer Tutor Program* is a service provided to eligible students in need of help in their content area courses. For more information, contact Peer Tutoring Service in Room C-201. The number is 508-374-5809.
- The *English Language Center* provides tutoring support to students who need to build English language skills. For more information, contact the ELC office in Room C-213 at the Haverhill campus, or at the Grace Church at the Lawrence campus. The number is 508-374-3849.
- The *Math Lab* provides individual services to students ranging from basic arithmetic to advanced topics in calculus. Problems such as test-taking and math anxiety are addressed on an individualized basis. The services are available to all students and to members of the community on a drop-in basis. For more information contact the Math Lab, Room C-211. The number is 508-374-3847.
- The *Reading Lab* assists individuals in developing effective reading and study skills. Students enrolled in Basic Reading or College Reading are helped through the Lab. An individualized course of study may also be developed. Each student receives ongoing personal attention from Reading Lab staff while having the opportunity to interact with fellow students. Assistance on a drop-in or referral basis is also provided for students with specific requests. For more information contact the Reading Lab, Room C-206. The number is 508-374-3844.
- The *Writing Lab* helps students who need to improve their writing ability. Any student may drop in at any time or be referred for non-credit assistance with any writing problems. All students working in the Writing Lab receive a diagnosis of writing problems, a program of work and tutorial assistance to help them overcome those problems, and continual evaluation of their progress. For more information, contact the Writing Lab, Room C-203. The number is 508-374-5803.

Specialized Study Opportunities

English as a Second Language

Courses in English as a Second Language are available to assist students who wish to gain proficiency in academic English. Such students are mainly individuals for whom English is not a native language and/or who lack the proficiency in academic English judged necessary to be successful in college level work. Upon acceptance into a degree program, applicants will be required to take an assessment test and may be required to increase general fluency and/or command of academic American English.

Any person may take the college's *English Language Evaluation* test battery (Grammar and Structure, Oral Communication Skills, Reading, Writing) to determine if they may profit by taking applicable courses. Call 508-683-4283 to make an appointment. Note: Credit for Life Learning is not offered by the college for any English as a Second Language course.

G.E.D.

The Division of Continuing Education & Community Services offers the General Educational Development (G.E.D.) preparation course and testing program. Northern Essex is an official G.E.D. testing center and many hundreds of area citizens have qualified for high school equivalency diplomas at the college. The broadly based G.E.D. preparation course reaches out to locate people who need a high school equivalency diploma, motivates them to prepare for a G.E.D. test, suits the preparation material to the needs of the individual and provides resources for further educational development.

Cooperative Education

Cooperative Education provides students with full-time or part-time jobs related to their academic programs and/or career objectives. Cooperative Education courses are founded on the philosophy that you learn more effectively when you learn by doing through integrating classroom instruction with practical on-the-job experience. Students are usually paid for the work performed while participating in Cooperative Education.

Students interested in Cooperative Education are referred to the Office of Cooperative Education where they make application and are interviewed by a member of the co-op staff. With the assistance of the Cooperative Education staff, an appropriate job is secured by the student. Once employed in a co-op job, a student must develop a training agreement listing objectives to be accomplished in the course during the semester. The work-site supervisor assumes the role of adjunct instructor, using the employing organization as a learning laboratory. Faculty coordinators will visit the work-site during the semester and will receive help from the work-site supervisor in the evaluation of the students progress. Additional course requirements include attending workshops and seminars, and writing a final paper.

Students may use credit earned in Cooperative Education as an "add-on" to the prescribed program of study, or to replace an elective within the program. Co-op courses generally are not used as substitutes for electives outside the major. However, it is the Academic Department that determines whether or not co-op credit may be used for graduation. Before registering for Cooperative Education, students should check with their academic advisor or the faculty Cooperative Education coordinator from the appropriate academic division of the college. For further information on services available, contact the Cooperative Education Office in Room B-320. Telephone 508-374-3722. Employers seeking student employees on either a full time or part time basis are encouraged to list their needs with the Office.

Overseas Academic Program

As a member of the College Consortium for International Studies (CCIS) and in association with the School for International Training, Northern Essex offers an opportunity to qualified students to study and live overseas for a semester or a year. A large array of international/intercultural programs abroad are available. At the time of publication, these programs included Australia, Bali, Bolivia, Brazil, Cameroon, Chile, China, Colombia, Cyprus, Dominican Republic, Ecuador, England, France, Germany, Greece, Hungary, India, Ireland, Israel, Italy, Jamaica, Japan, Kenya, Madagascar, Mexico, Morocco, Nepal, Nigeria, Portugal, Scotland, Soviet Union, Spain, Sweden, Switzerland, Tanzania, Thailand, Tibet, Vietnam, and Zimbabwe. A large contingent of Northern Essex students has used the opportunity to study at overseas institutions and, upon return, successfully transferred to outstanding four-year institutions. The academic and personal benefits of studying abroad are well recognized, and all interested students are urged to inquire about the college's relatively low cost and high quality overseas academic program. All programs are available to both day and DCE students. Financial aid is available for those who qualify.

For further information contact Usha Sellers, Director, Overseas Academic Program, at 508-374-5822.

High School Seniors

Students may take courses at Northern Essex for credit (on a full time or part time basis) while still in high school as participants in the College Experience for High School Seniors or the Advantage programs. For more information, contact the Admissions Office. The number is 508-374-3600.

NECCUM Cross-Registration

Students enrolled at Northern Essex Community College may cross-register at any of the other educational institutions which form the Northeast Consortium of Colleges and Universities in Massachusetts (NECCUM). NECCUM members are Bradford College, Endicott College, Gordon College, Marian Court College, Merrimack College, Middlesex Community College, Monserrat School of Visual Art, Northern Essex Community College, North Shore Community College, Salem State College and the University of Lowell.

Students enrolled as full-time matriculated students at NECC, with a grade point average of 2.0 or above, may take up to two courses a semester at any NECCUM college on a seat-available basis. First semester freshmen are excluded except for students enrolled in ROTC. Tuition is free with the exception of lab fees and fees for specialized courses. Forms and additional information on NECCUM cross-registration are available in the Registrar's Office.

Air Force ROTC Program

Through an agreement with the University of Lowell, Air Force ROTC is available to full time students at this university. The Air Force ROTC (AFROTC) program qualifies men and women for commission in the U.S. Air Force. The program is divided into two years of a General Military Course (GMC) and two years of a Professional Officer Course (POC), both of which include leadership laboratories. Students may elect to enroll in a two- or four-year AFROTC program. Cadets in the four-year program attend four weeks of field training while cadets in the two-year program attend six weeks of field training, with both encampments occurring during the summer between their sophomore and junior years. Leadership laboratories review Air Force customs and courtesies, drill and ceremonies and career opportunities and typically include field trips to Air Force installations in the U.S.

Students must meet certain physical standards, pass an officer qualification test and possess acceptable academic records to enter AFROTC. Cadets can compete for a limited number of AFROTC scholarships. Students who successfully complete the POC are commissioned as second lieutenants in the U.S. Air Force Reserve and serve on active duty in the Air Force in a specialty closely related to their academic training.

For more information, contact the Registrar or call AFROTC Det 345 at the University of Lowell, 508-934-2252 or 508-934-2253.

Continuing Education

The primary goal of the Division of Continuing Education and Community Services is to help people improve existing skills or learn new ones, and grow in understanding and in personal satisfaction. Classes are offered at the Haverhill and Lawrence campuses, at extension campuses in Andover, Newburyport, Reading and Whittier, and at various off-campus sites throughout the Merrimack Valley.

The Division offers credit courses in a wide variety of subject areas. Courses may be taken individually or as part of a certificate or associate degree program. Associate degree and certificate programs are available in the liberal arts, business, health professions, human services, office and business education, and in the technologies. A modular program in Business Management is structured so that students may study on a part-time basis and still complete associate degree requirements in two years.

Non-credit special interest courses are offered in the evening also. Development courses, outdoor adventures, English Language Center courses, career exploration and business workshops, GED high school equivalency preparation, recreational and leisure activities, physical conditioning, enrichment in the arts, courses for singles and in self-development give an idea of the range of programming. Continuing Education Unit (C.E.U.) credit is available in the health professions, early childhood education, and social work.

Developmental courses are offered in reading, writing and math. Cooperative education courses add a work experience component to classroom study. The Division is also responsible for implementing the college's day and evening summer session and the weekend college. Through the Center for Business and Industry, the Division provides on campus or on site training programs especially designed to meet the needs of business and industry. The Division also sponsors workshops, conferences, and courses for local organizations and agencies.

Registration

Anyone may register for any course offered in the Division of Continuing Education and Community Services. A high school diploma is not necessary. Prospective students are always encouraged to see a counselor before registering for academic courses or programs. Students who wish to enroll in an associate degree program, however, must meet the admission requirements of the college. Registration sessions are regularly scheduled at local malls and at extension campuses as well as at the main college campus. A Gold Card registration is scheduled for people 60 years of age or older. See the Admission section of this catalog for details.

Counseling/Advising

Counseling is available throughout the year. New students and students not certain of their educational direction are particularly urged to make use of the counseling service for help in selecting the courses best suited to their individual needs and goals.

The Counseling Office offers programs to serve the needs of continuing education students. Personal and academic counseling is available daily during each semester and in the summer. Anyone interested in continuing education is free to use the counseling services at the college. It is not necessary to be a student at Northern Essex to talk to our counselors.

Transfer after NECC

Transfer Programs

The degree programs at Northern Essex formatted specifically for students who plan to transfer to a four-year college or university after graduation are Liberal Arts, Business Education, Business Transfer and Engineering Science. These programs parallel the first two years of similar programs in most public and private senior colleges throughout the country and provide a solid basis for transfer with advanced standing.

Career Program Transfer

Although career program courses are not specifically designed for transfer to a senior institution, they do have transfer potential. Many Northern Essex students in career programs have been accepted, after graduation, to programs in senior colleges related to their career fields. It is the responsibility of students to select courses at Northern Essex that will be acceptable for their chosen field of study at a senior institution of their choice. Careful study of the catalog of that institution will answer most questions. Students should request from the registrar of the senior institution they select a copy of that college's catalog. Counselors at Northern Essex are readily available to help students work out transfer requirements.

Capstone Agreement

Capstone transfer agreements exist between NECC and other colleges such as Bradford College, Emmanuel College, Merrimack College, Northeastern University, Rivier College, Salem State College, the University of Lowell and Wentworth Institute of Technology for transfer from specific programs at Northern Essex into specific programs at these senior institutions. For further information, contact the Admissions Office.

Commonwealth Transfer Compact

In January 1990, the Board of Regents of the Commonwealth of Massachusetts adopted the following policy to become effective January 9, 1990. This policy concerns all students who are transferring from a Massachusetts state community college to a four-year Massachusetts state college or university with an Associate of Arts transfer degree or an Associate of Science transfer degree:

- *Requirement for Transfer Compact Status:* A student shall be eligible for Transfer Compact status if he or she has met the following requirements:
 - Completed an Associate degree with a minimum of 60 credit hours exclusive of developmental coursework.
 - Achieved a cumulative grade point average of not less than 2.0 (in a 4.0 system) at the community college awarding the degree.
 - Completed the following minimum general education core, exclusive of developmental coursework.

English Composition/Writing	6 credit hours
Behavioral and Social Science	9 credit hours
Humanities and Fine Arts	9 credit hours
Natural or Physical Science	8 credit hours
Mathematics	3 credit hours

The sending institution is responsible for identifying the transcript of each student who is a candidate for transfer under this compact.

- *Credits to be Transferred:* The 35 credits in general education specified above will be applied toward the fulfillment of the receiving institution's general education requirements. A minimum of 25 additional credits will be accepted as transfer credits by the receiving institution. These credits may be transferred as free electives, toward the receiving institution's additional general education requirements, toward the Student's major, or any combination, as the receiving institution deems appropriate.

Only college-level course credits consistent with the standards set forth in the *Undergraduate Experience* recommendations are included under this Compact. Credits awarded by the sending institution through CLEP, challenge examinations, and other life-experience evaluations for course credit may be included when the community college certifies that a student qualifies under this Compact.

- *Credits Beyond the Associate Degree:* To complete the baccalaureate degree, a student who transfers under this compact may be required to take no more than 68 additional credits unless:

- a. the student changes his or her program upon entering the receiving institution, or
- b. the combination of additional general education requirements, if any, and the requirements of the student's major at the receiving institution total more than 68 credits.

Under these circumstances, transfer students will be subject to the same requirements as native students. (The term "native student" refers to students who began their undergraduate education at the baccalaureate institution.)

A transfer student may not be held to any degree requirements at the receiving institution that were established less than three years prior to transfer admission.

- *Admission to Competitive Majors or Programs:* If, because of space or fiscal limitations, the receiving institution does not admit all qualified applicants to a given major or program, the receiving institution will use the same criteria for applicants who are transfer students under this Compact as it does for its native students.
- *Transfer Records:* The student with Transfer Compact status will be furnished by the receiving institution a list of courses to be fulfilled to earn a bachelors degree no later than the end of the semester the student enrolls. With the agreement of the student, copy will be provided to the Transfer Officer at the sending community college.
- *Student Appeals:* A student who believes that the provisions of this Compact have not been applied fairly to his/her transfer application has the right to appeal.

Academic Standards

Academic Regulations

Academic standards have been established at Northern Essex Community College to help students attain understanding, competence and excellence. Standards apply to all students enrolled in both the Day Division and the Division of Continuing Education & Community Services except as noted below and in the section of this catalog entitled Division of Continuing Education & Community Services.

Matriculated Status

Once students have matriculated—been accepted by the college into one of its associate degree or certificate programs of study—they must maintain a prescribed academic standing in order to continue from one semester to another. Matriculation must occur in order to be graduated in one of NECC's programs of study.

Academic regulations are applied in both the Day Division and the Division of Continuing Education & Community Services, with the following exceptions:

- Students who have matriculated through the Division of Continuing Education & Community Services may continue their studies towards a degree or certificate even though they may not choose to enroll in consecutive semesters.
- The regulation pertaining to academic suspensions is managed differently for students who have matriculated in the Division of Continuing Education & Community Services. Such students are normally not suspended; however, they may lose their matriculated status (which may result in loss of financial aid or veterans' benefits) or be put on a probationary status.
- Drop/add time periods for short term, accelerated, or extended courses may differ from the traditional semester time periods. However, posted time periods are equivalent.

Policies and procedures relating to academic standards in the college are handled by various administrative and student support service areas. General inquiries from matriculated students should be directed to the office of the Dean of Student Affairs, and those from students in the Division of Continuing Education & Community Services to that division's office. Specific contact references are named as appropriate in the material which follows.

Academic Ethics and Plagiarism

The college expects all students to maintain high standards of academic honesty and integrity. Plagiarism is clearly an example of a violation of Academic Ethics and is a major offense.

Plagiarism is defined by the college to be the use of any other person's work or ideas as though the work or ideas were your own, without giving the appropriate credit.

Instructors are required to provide students with a clear written definition of plagiarism applicable in their discipline as part of their course syllabus, which they provide students during the first two weeks of each course.

Students are responsible for understanding what plagiarism is in each of their classes. The college's definition and that of their instructor will be used as a criterion against which all plagiarism allegations will be judged. Instances of plagiarism will be dealt with first by the instructor who discovers, or is made aware of, the incident. Instructors must discuss the evidence of plagiarism with the student prior to taking action. Instructors who take action as a

result of a plagiarism incident may report such action to the Dean of Academic Affairs. There shall be a range of penalties at the discretion of the instructor which may extend to a recommendation to the Dean of Academic Affairs for expulsion from the college. The Dean of Academic Affairs may take disciplinary action against students who are reported for plagiarism.

Students have a right to file a grievance if they feel that the action taken in the alleged plagiarism case discriminated or abrogated their individual or student rights. Students may contact the Dean of Student Affairs for detailed information regarding Massachusetts Board of Regents of Higher Education Student Grievance Procedures.

Additional Associate Degrees or Certificates at NECC

Students may seek an additional associate degree or certificate at NECC by being accepted for matriculation into a new program after graduating from an initial program. Students must reapply through the Admissions Office to matriculate in the new program.

Only those credits from the initial program that are applicable to the new program will receive earned credit for the new program. Only NECC courses applicable to the new program will be counted in the new program QPA.

To qualify, all students must:

- Satisfy graduation requirements.
- Satisfy all of the specific program requirements.
- For those with an Associate Degree, complete a minimum of:
15 credits beyond the most recent Associate Degree to earn an additional Associate Degree.
9 credits beyond the most recent Associate Degree to earn a certificate.
- For those with a certificate, complete a minimum of:
9 credits beyond the most recent certificate to earn an additional certificate.
15 credits beyond the most recent certificate to earn an Associate Degree.

Dual Program Status at NECC

Students may pursue dual program status by entering a course of study that will allow them to complete two programs simultaneously. Students must apply through the Admissions Office for dual program matriculation.

Students must satisfy the requirements of each program and the requirements listed under the section above—**Additional Associate Degrees or Certificates at NECC**.

Note: Students may not concurrently graduate from a certificate and associate degree program in the same subject matter.

The Curriculum Plan

The plan for each associate degree or certificate program of studies indicates all or some of the following:

- Specific courses, by number and title, which must be completed and the sequence in which they must be completed.
- Required types of course, such as science, mathematics, humanities, social sciences, etc., which must be completed.
- Elective opportunities (not otherwise limited by specific program requirements) where any course or courses can be chosen as long as the required number of credits to earn the degree is satisfied.

Each curriculum plan is organized and scheduled so that in most instances a student who enters in the Day Division in the fall semester can complete the program in two semesters for a certificate and four semesters for an associate degree. In some programs, such as Liberal Arts, Business Transfer and a few others, the curriculum plan can be completed in four semesters for those who enter in January. Students are reminded that a minimum of 24 credit hours of work, and the final year of work, must be completed at Northern Essex in order for a student to qualify for an associate degree. Any student in a one-year certificate program must earn at least 12

credits in classroom activity. In most instances, the time needed to complete the requirements in the Division of Continuing Education & Community Services is about twice that of the Day Division.

In order to meet the requirements in four semesters, a student must complete an average of at least 15 credit hours each semester. This pace involves a course load which, for a variety of reasons, is too heavy for many students. Therefore, many students take five and six semesters to complete their requirements. The college, therefore, defines a full time student as one who is carrying 12 credit hours in one semester.

Students, in consultation with advisors, select courses and create their schedule during registration. If they are not able to take the courses in the order in which they are listed in the curriculum plan, they must be certain that they have fulfilled any stated prerequisites for courses which are selected out of sequence. Senior students are given priority in registration in order to assist them in being able to select the courses which they need for graduation. Students should consult the most recent college catalog or supplement and their advisor, or a counselor before finalizing any choices. Division and department chairpersons and curriculum coordinators, names of whom are available from the Registrar, may also be consulted.

Electives:

Electives are courses not specifically prescribed in a curriculum. The definitions listed below are meant to help students make elective choices for their respective programs. Students should consult their Academic Advisor before registering for elective courses.

Elective or Free Elective: Any college level course offered at Northern Essex Community College. **N.B. All developmental courses are excluded.**

Liberal Arts Elective: Any college level course offered by the following departments with the associated prefixes:

History and Government	GE, GV, HI
Behavioral Sciences	PS, SO
Foreign Language/Philosophy/Religion	FR, GM, IT, SP, PH, and RE
English	EN, except for Freshman Composition I & II, and HU
Creative Arts	FA, MU, TH
Math	MA
Natural Science	BI, CH, ES, PI, SC

Humanities Electives: Any college level course which falls within the areas of communications, foreign language, philosophy/religion, and creative arts as defined below.

Communications: Any course beginning with EN that is offered by the English Department except Freshman Composition I and II.

Literature: Any course beginning with EN containing "Literature" in the title.

Creative Arts: Any course beginning with FA, MU, or TH.

Art:	Any art course beginning with FA.
Dance:	Any dance course beginning with FA.
Music:	Any course beginning with MU.
Theatre:	Any course beginning with TH.

Foreign Language: Any course beginning with AL, FR, GM, IT, or SP.

Philosophy/Religion: Any course beginning with PH or RE.

Social Science Elective: Any course offered by the Department of History and Government and/or the Department of Behavioral Sciences or any course with the prefix of GE, GV, HI, PS or SO.

Behavioral Science: Any course offered by the Department of Behavioral Sciences or any course with the prefix of PS or SO.

History and Government: Any course offered by the Department of History and Government or any course with the prefix of GE, GV or HI.

Natural Science Elective: Any course offered by the Department of Natural Sciences or any course with the prefix of BI, CH, ES, PI, or SC. Students need to be aware that there are 3 and 4 credit sciences. The elective/s chosen must meet the number of credits specified in the curriculum.

Math Elective: A math elective is satisfied by any math course with a course number higher than MA5501 unless otherwise stated in a program description.

Academic Residency Requirements

In order to ensure that students attain a level of competency within the course and subject area of their program and curriculum plan, the college requires that a specific number of course credits be earned in residency at the college. Because of this requirement students who are transferring in credit from another college may, in some cases, not receive transfer credit for all courses they completed at the other college.

A minimum of 24 credits for an associate degree program, and 12 credits for a certificate program, are required in order to fulfill residency requirements. C.L.E.P. and C.L.L. credit cannot be used to fulfill residency credit. In addition, students must be currently enrolled and matriculated at the time they are fulfilling their residency requirements, and be in their final year (or semester) of course work at the time they petition to graduate.

Program/Course Requirements

When a course is listed as a requirement for a degree/certificate in a given curriculum and a student wishes to obtain the degree/certificate without taking such a course, a waiver may be requested.

The student will be asked to complete the appropriate waiver available from the Registrar. Such waivers must be approved by the appropriate division chairperson and the Dean of Academic Affairs.

Course Loads

Students are responsible for knowing what courses are required in their curriculum and for meeting all other academic requirements. In order to graduate in four semesters, students must carry the number of credit hours each semester specified in their curriculum plans. Counselors and faculty are available at registration for advising.

Taking fewer courses than curriculum specifies: students are encouraged to take the number of courses they believe they can manage with good performance. Note, however, that omitted courses or their equivalent should be taken in summer session in order to graduate in two years.

Taking more courses than curriculum specifies: students should limit themselves to the number of courses in their curriculum schedules. Students may request to take more courses in one semester than the suggested schedule if they have attained a QPA of 3.00 or higher at Northern Essex and have the approval of their advisor. Final registration approval will depend on the availability of course seats.

Note: Students who enroll in more courses than the suggested schedule may be required by the Registrar to drop a course.

Course Prerequisites

If a student does not have the necessary prerequisite for a course in which he/she wishes to register, it is necessary that the student obtain permission from the chairperson/coordinator of the academic department/program which offers the course. Waiver forms, which can be obtained from the Registrar, must be completed by the student and be approved by the appropriate department chairperson/curriculum coordinator. Approved waivers must be on file in the Registrar's office prior to the 5th day of each semester. Students will be dropped from a course if they have not met the prerequisite requirement of the course and/or have not received a waiver to take the course.

Adding a Course

A course for which a student did not register may be added to the student's schedule upon a space available basis. A student who wishes to ADD a course must complete the ADD portion of the college's DROP/ADD FORM which is available in the Registrar's office. Exact days, times and Procedures for adding a course are published by the Registrar at the beginning of each Day, Evening or Summer session and are noted in the Academic Calendar.

Dropping a Course

Any student may DROP a course by completing the DROP portion of the DROP/ADD FORM and submitting it in person to the Registrar's office. Failure to drop a course officially will result in an F grade for the course. The following DROP periods are in effect at Northern Essex:

Period 1: Courses dropped officially during the first twenty academic class days of a semester are not recorded on the transcript.

Period 2: Courses dropped during the twenty-first to the forty-fifth day of a semester receive a grade of W, recorded on the transcript but not computed in the QPA.

Period 3: Courses dropped after the forty-fifth day of a semester receive a grade of FW. The FW grade, Failure due to Withdrawal is listed on the student's transcript.

The length of a Drop/Add period for accelerated or extended courses or sessions may vary, but is equivalent to the above mentioned policy, and posted accordingly. Exceptions to these policies may be made only by the Dean of Continuing Education or the Dean of Academic Affairs. Consult the Academic Calendar for dates relative to dropping a course. Academic Calendars are published each semester and are available at the Registrar's Office, B-219, or at the Division of Continuing Education & Community Services Office, B-204.

Note: These W-type grades carry no earned credit or quality points, but do appear on student transcripts.

Repeating a Course

Students may repeat a course. In most academic programs, there is no limit to the number of times that such a course may be repeated. In each instance the highest grade received when repeating a course will be used to determine the QPA. The notation R appears on the transcript for any repeated course.

Note: Persons receiving any form of financial assistance should seek written approval from the representative of the agency providing the assistance; for example, the Veterans Affairs Office (on campus), Massachusetts Rehabilitation Counselor, Financial Aid Director, etc.

Auditing a Course

Where specific program requirements do not otherwise prohibit, students may elect to enroll and attend a credit course for self-improvement or individual interest, without the responsibility of fulfilling academic assignments by auditing a course for no course credits. An audit request form, available in the Registrar's office, must be completed during the first twenty (20) days of class.

Enrollment of auditors in courses is subject to the approval of the Dean of Academic Affairs or Registrar and the individual faculty member concerned. An audit grade CANNOT be changed to a regular course grade. Tuition for an audited course is the same as a regular course.

Directed Studies Courses

In order to provide for a unique, highly individualized course of study for a single student, or a relatively small number of students, each academic department/program in the college offers Directed Studies courses. Such courses are designed to provide further study through directed readings, directed research projects or seminars, or special class work related to research in a specific subject. Each Directed Studies course is usually initiated in response to student interest, is limited to 5 or fewer students and should not be confused with a Special Topics course.

Special Topics Courses

Special Topics course may be offered by any academic department/program with the approval of the division chairperson responsible for that area and the chairperson of the Academic Affairs Committee. The division chairperson, at the time he/she signs the approval form, shall forward an informational copy of the Special Topics course to the Dean of Academic Affairs.

Special Topics courses are normally initiated by faculty or division chairpersons and are created for more than five (5) students. Special Topics courses are regular semester college courses and may be from one to four credits. Classes will meet on a regular schedule.

Dates for submission of Special Topics proposals to the Academic Affairs Committee will follow the time schedule established by the Office of the Dean of Academic Affairs. Approval for Special Topics courses may be granted twice by the chairperson of the Academic Affairs Committee. If the proposer expects to offer the course for more than two separate semesters, a formal course proposal should be submitted to the Academic Affairs Committee at the same time as the second request for a Special Topics approval. Both proposals will be considered for approval in order that the course may be offered until the Academic Affairs Committee, Coordinating Committee and President have acted.

Courses Taken at Another College While Enrolled at NECC

The educational design for each curriculum at Northern Essex is based on the premise that students will fulfill the requirements for a degree/certificate from courses at this college, once they have been accepted into a program. However, when a student lacks one or two courses for completing requirements at Northern Essex and problems of distance, course availability or class time make it very difficult to take the courses at this college, the student may request permission to take a course at another college. Grades given for courses transferred from another college are not computed in the QPA average at Northern Essex.

This alternative will be approved by the Registrar only in hardship situations and is subject to the following stipulations.

- The student must complete a minimum of twenty-four (24) credit hours and the final year of course work at Northern Essex Community College to qualify for a degree.
- The student in a one-year certificate program must earn at least twelve (12) credits in classroom activity at Northern Essex Community College.
- All conditions prescribed in the student's curriculum plan are being met.
- The student provides this college with a detailed course description of the course.
- Written approval is received from the Registrar by the student before taking the course at another college.
- A grade of C or better is earned in the course.

Note: The college does not automatically approve courses to be taken at another college. Request forms and additional information are available in the Registrar's office.

Academic Standing

A student's academic standing indicates progress towards a degree. A minimum over-all average grade is required to continue from one semester to another. There are three categories of academic standing. These are described below.

Good Standing: Good standing is defined as follows:

- A QPA of 1.50 after attempting one to nineteen credit hours
- A QPA of 1.75 after attempting twenty to thirty-six credit hours
- A QPA of 1.90 after attempting thirty-seven to fifty-four credit hours
- A QPA of 2.00 after attempting fifty-five or more credit hours.

Probation: Probation is a warning that a student must show academic improvement in order to maintain enrollment within a program. Probation is a written warning from the Dean of Student Affairs. This letter states that students on probation must consult with a counselor or their

faculty advisor and plan a course of studies to improve grades. Upon attaining grades of good standing, probationary status is removed. Probation status is defined as follows:

- A QPA below 1.50 after attempting one to nineteen credit hours
- A QPA below 1.75 after attempting twenty to thirty-six credit hours
- A QPA below 1.90 after attempting thirty-seven to fifty-four credit hours
- A QPA below 2.00 after attempting fifty-five or more credit hours.

Suspension: Suspension automatically drops a student from the college rolls and denies the student's eligibility to return in the following semester. Suspended students are informed in writing by the Dean of Student Affairs. Academic Suspension is assigned as follows:

- A QPA less than 1.00 after attempting one to nineteen credit hours
- A QPA less than 1.50 after attempting twenty to thirty-six credit hours
- A QPA less than 1.75 after attempting thirty-seven to fifty-four credit hours
- A QPA below 1.90 after attempting fifty-five or more credit hours; but less than nine credit hours beyond the total required in the student's curriculum
- A QPA below 2.00 after attempting nine credit hours beyond the total required in the student's curriculum.

Students under suspension from the Division of Continuing Education & Community Services are suspended from degree status, but may continue to take courses in the division and apply for readmission to degree status by raising their QPA's.

Note: Suspended students may lose their eligibility to receive veterans' benefits or financial aid until they have returned to a matriculated, good standing status.

Removal From Suspension

Students who are suspended may raise their QPA and qualify for removal from suspension in two general ways:

- By satisfactorily repeating failed courses at NECC which automatically raises a QPA
- By satisfactorily completing courses taken during the evening or summer sessions of the Division of Continuing Education & Community Services.

Additional information on how to be removed from suspension can be obtained from the Division of Continuing Education office, the Dean of Student Affairs or a college counselor.

Grading System

All grading is done according to a system in which a letter represents the quality of the work done by a student; i.e., A represents excellent work, etc. Grades are distributed at the end of each semester by mail.

Each student has a Quality Point Average (QPA) which is determined by dividing the number of credit hours attempted into the number of quality points earned. In order to accomplish this each letter grade is given a numerical value on a scale of 0 - 4. These are called Quality Points. The numerical values assigned are:

Grade	QP Value	Numeric Range/Comment
A	4.00	93-100
A-	3.70	90-92
B+	3.30	87-89
B	3.00	83-86
B-	2.70	80-82
C+	2.30	77-79
C	2.00	73-76
C-	1.70	70-72
D+	1.30	67-69
D	1.00	60-66

F	0.00	59 or less; failure; no credit earned
F/NP	0.00	Failure due to non-participation
FW	0.00	Failure due to withdrawal from course
P	0.00	Pass; credit earned
NC	0.00	No credit earned
I	0.00	Incomplete
W	0.00	Withdrawal from course
NW	0.00	Withdrawal via non-participation
WF	0.00	Withdrawn failure
WP	0.00	Withdrawn passing
NG	0.00	No grade submitted by instructor
AU	0.00	Audit; no credits earned

QPA Computation Example:

Course	Credits	Grade	Credit Grade		
English Composition I	3	A	4 x 3	=	12
Civil Rights and Liberties	3	P	0 x 0	=	0
Introductory French	3	C	2 x 3	=	6
Zoology	4	A	4 x 4	=	16
Introduction to Outdoor Education	3	B	3 x 3	=	9
Statistics	3	D	1 x 3	=	3
			16*		46**

*Credits ** Quality Points

A total of 16 credits divided into a total of 46 quality points earned equals a 2.87 QPA for the semester.

The QPA is also cumulative. Each semester a cumulative QPA is computed by dividing the total number of credits attempted in all semesters at the college into the total number of quality points earned in all semesters at the college. (One exception to this is for those students who have transferred from one program at the college into another. In that instance, those courses which have not been applied to the new program are not considered when determining the QPA.)

Attempted credit hours include credit hours with a letter grade of A, A-, B+, B, B-, C+, C, C-, D+, D, F, WF and F/NP. Grades of P, NC, I, W, NW, FW, WP, NG and AU are not included in the attempted credit hours. When a course is repeated the higher of the two grades will be computed in the QPA; only the credit hours for the higher grade will be included in the cumulative total of attempted hours. The transcript will record each time the course has been taken. (Refer to Repeating a Course in this section of the catalog for further details.)

Incomplete Grades

Students may receive a temporary grade of Incomplete (I) from instructors when all work in a course is not satisfactorily completed and, in the judgment of the instructor, completion of the assigned tasks would allow the student to earn a passing grade in the course. If the instructor assigns an I, a Documentation of Incomplete Grades form must be completed by the instructor and placed in the student's folder which is maintained by the Registrar. This will clearly outline the work to be completed and the time limit. An instructor may change an I to a letter grade (other than a W grade) any time after it is assigned.

Instructors may accept late course work only when, in their judgment, there are acceptable reasons to justify such a delay. If a final examination is missed because of student inaction, as opposed to a cancellation of class or instructor inaction, the instructor may allow a make-up if, in the judgment of the instructor, successful completion of the final examination could earn the student a passing grade.

If, for any reason, the instructor has left Northern Essex permanently or for an extended period of time and is unavailable, the division chairperson has the authority to change the grade using

the Grade Change Form. The division chairperson's decision is based upon a waiver of any existing documentation of the Incomplete. If documentation of expected work is not available, the division chairperson may use his/her professional judgment to determine work to be completed and the final grade.

Incomplete grades are temporarily not computed in determining the semester and cumulative QPA. Incomplete grades (I) are automatically converted to F (Failure; no credit earned) grades at the end of the next semester, and are computed as F grades in the student's semester and cumulative QPA. The student is expected to take the initiative in seeking to complete course work necessary to change an I to another grade. An I cannot be changed to a W, NW, WP or WF grade by the instructor.

Incomplete grades are temporarily not computed in determining the semester and cumulative QPA. Incomplete grades (I) are automatically converted to F (Failure; no credit earned) grades at the end of the next semester, and are computed as F grades in the student's semester and cumulative QPA. The student is expected to take the initiative in seeking to complete course work necessary to change an I to another grade. An I cannot be changed to a W, NW, WP or WF grade by the instructor.

Pass/No Credit Grade Option – Liberal Arts Program

A student enrolled in the Liberal Arts Program who has successfully earned 12 credits or more, may elect to enroll in a course under the Pass/No Credit grade option. The following criteria apply to the NC (no credit earned) grade option:

- Courses taken on Pass/No Credit basis may be used to fulfill the *elective* requirements only of the Liberal Arts degree. All *specific* course requirements must be taken for a letter grade.
- At *no time* may a grade for a course taken on a Pass/No Credit basis be converted to a letter grade.
- All credits earned for courses taken as Pass/No Credit will count towards the total credit hours required for a Liberal Arts degree, but will not be calculated into the student's quality point average.
- No more than 12 credit hours of Pass/No Credit courses may be applied toward the student's degree and no more than one course may be taken on this basis in any one semester.
- Some colleges may not permit the student to use courses taken as Pass/No Credit for transfer purposes. Responsibility for seeking information regarding the transferability of Pass/No Credit courses lies with the student (see 2 above).
- The Pass/No Credit Grade Option form must be *completed* and *submitted* to the Registrar no later than the *sixth* academic day of the semester in which the course is taken.

Approval from the course instructor is not necessary for the Pass/No Credit option. The instructor is, however, notified of your Pass/No Credit option. The Registrar may approve late applications for the Pass/No Credit option, but in no cases will requests for a Pass/No Credit option be approved after the fifteenth academic day of a semester. Pass/No Credit Grade Option forms are available only in the Registrar's office.

Changing Grades

To alter the final grade of a student, instructors must complete a Change of Grade form which contains the following information:

- Name of student; social security number
- Title of course, section number, semester earned
- Grade originally reported, new grade
- Brief but comprehensive statement of reason for making change; e.g., clerical error, error in computing the grade

Change of Grade forms are available at the Registrar's office. Instructors must submit forms in person.

Mid-Semester Grades

No mid-semester grades are issued at Northern Essex. All students, however, have the right to require written evaluations from their instructors at any time during the semester.

The Registrar's office has a mid-semester grade form available for students who wish to submit them to their instructors.

Student Academic Transcripts

The Registrar's Office maintains permanent transcripts for all students who earn academic credit at the college. If the student successfully completes a program of study at Northern Essex Community College, the name of the degree or certificate earned will be noted on the transcript. Transcripts are also kept for students who earn Continuing Education Units (CEU's).

Transcripts may be reviewed by students upon request, in person or in writing. Students must present an acceptable form of identification, such as a driver's license, college I.D. card, social security card, etc. Transcripts will be released to other parties only if written authorization from the student has been received. Any written request for (or release of) a transcript must contain the student's name, address, date of birth, social security number, and dates of attendance. Students will receive one free transcript at the end of each semester, which is mailed to them. Additional transcripts cost \$1.00 each.

All courses taken at Northern Essex Community College are recorded as a single permanent record. Academic credits earned for courses completed either through the Day Division or the Division of Continuing Education & Community Services may be applied to fulfill program and degree requirements. Additional information about transcripts and permanent records is outlined as appropriate throughout this section of the catalog.

Honors

Each semester students are appointed to the Dean's List for Academic Honors if they fulfill the following requirements:

- They are candidates for a degree.
- They are carrying 12 or more credit hours within the semester.
- They attain a quality point average of 3.00 or higher within the semester.

Graduation Requirements

Northern Essex Community College awards Associate Degrees in Arts and Sciences, and Certificates to all qualified students at commencement exercises for each class. In order to receive this award, students must meet the following criteria:

- Completion of all required courses in a curriculum with a passing letter grade, or with the minimum letter grade specified for that course.
- Completion of the number of credit hours prescribed by a particular curriculum.
- Completion of final year of course work and a minimum of 24 credit hours of course work at NECC in order to qualify for a degree, and a minimum of 12 credits in classroom work to qualify for a certificate.
- Attainment of a cumulative quality point average (QPA) of 2.00 or higher.
- Completion of the petition for graduation prior to deadline date as prescribed in the Academic Calendar.
- Payment of all financial obligations at the college.

High honors are awarded during commencement to all students with a cumulative quality point average of 3.50 or higher. Honors are awarded during commencement to all students with a cumulative quality point average from 3.00 to 3.49 inclusive.

Attendance and Non-Participation

Students are expected to attend each meeting of each class in which they are enrolled. The class instructor has full and final authority to decide whether a student is permitted to make up work

missed through absence, and on what terms. Students should ask each of their instructors about their respective attendance policies.

Faculty have the academic authority to remove students from their class for non-attendance or non-participation. A non-participating (NP) student is one who, because of absences, missed quizzes, tests or papers, or inappropriate classroom behavior has fallen behind the work of the class to such a degree that the instructor feels the student is not likely to attain a passing grade. In most cases, circumstances would indicate to the teacher that the student has dropped the course but neglected to drop it officially.

When students are removed from a class due to non-participation (NP), a grade of NW (Withdrawal via non-participation) or F/NP (Failure due to non-participation) will be assigned and recorded on their transcripts. Students who are NP'd will receive a letter from the Registrar along with instructions on reinstatement procedures.

Withdrawing from College

Any matriculated student who wishes to withdraw from the college must complete a Withdrawal Form which can be obtained in the Registrar's office. If a student leaves the college without completing a withdrawal form, the transcript will record a WF grade for each course. The following withdrawal from the college periods are in effect at Northern Essex:

- Between day one and forty-five, an automatic W grade is assigned and appropriate withdrawal from college notation made to the student academic record.
- Between day forty-six and end of the semester, the student must have an exit interview with each of his/her instructors and be assigned a WP or WF withdrawal grade by the instructor. Failure to have an exit interview and complete a Withdrawal From the College form will result in the student automatically receiving WF grades. The grade received will appear on the student's academic record.

Note: Students who withdraw from college must reapply for admission and will receive instructions on how to register after they have been readmitted.

Students in the Division of Continuing Education & Community Services must follow the same process if they are matriculated in a program.

Retroactive Course Withdrawals

The Dean of Academic Affairs is responsible for approving any retroactive course drops in a prior semester, and any retroactive withdrawal from college which affects an earned letter grade A through F.

In order to apply for a retroactive course drop or withdrawal, students must complete a Retroactive Withdrawal Petition available in the Registrar's Office. The Registrar will review the request, prepare supporting documentation if appropriate, and forward the petition to the Dean of Academic Affairs for consideration. If approved, the action will result in a W grade appearing on the transcript for the course(s) in the prior semester, with W grade(s) dated as of the forty-fifth academic class day of that semester.



Academic Structure

Under the leadership of the Dean of Academic Affairs, programs of study at Northern Essex Community College are offered through the cooperative efforts of six academic divisions, each one directed by a division chairperson. The divisions are dedicated to academic excellence, diversity, and growth and development. In addition, a Cooperative Education program and an Overseas Academic Program are available for qualified students.

Programs are offered either through the Day Division or through the Division of Continuing Education and Community Services. At times, courses and programs are offered for agencies/industries to meet the educational needs of their present or future employees. All programs not offered through the Day Division are specifically noted in the program description. Some programs initially are offered with funds from a grant source for a limited time or for a specific audience.

Five divisions administer the associate degree and certificate programs of study offered at Northern Essex: the Division of Business; the Division of Humanities and Communication; the Division of Human Services and Health Professions; the Division of Mathematics, Science and Technology; and the Division of Social Sciences.

The sixth academic Division, the Division of Instructional Development, is a multi-purpose, service-oriented division which assists students to assess and improve academic skills.

Associate Degree Programs

Northern Essex Community College offers a variety of academic programs leading to the attainment of an Associate of Arts or Associate of Science Degree. Associate degree programs carry a minimum of 60 credits and follow a required or recommended sequence of courses. These programs are carefully designed to develop the knowledge, skill, abilities and appreciation that the College has determined essential to receive degree status and are approved by the Academic Affairs Committee of the College prior to submission for Board of Regents approval. Many programs are accredited by appropriate boards and professional accrediting agencies. Many NECC students have been accepted into related degree programs at senior colleges. Students intending to continue their studies are encouraged to review specific college requirements with their advisors to obtain highest transferability of the NECC coursework.

Degree Options:

Specific degree options within Board of Regents approved degree programs will recommend or require a minimum of either six courses or twenty credits as defined within the college catalog and will be included on the college transcript. These options are carefully reviewed for degree applicability and have been approved by the College. Students should meet with their advisors for clarification of degree requirements and application of their transfer credits and/or work experience towards program requirements.

A. Transfer Associate Degree Programs

The primary transfer programs at Northern Essex are Liberal Arts, Business Transfer and Engineering Science. These programs are parallel to the first two years of similar programs in most public and private senior colleges throughout the country and provide a solid basis for transfer with advanced standing. Other programs will transfer in whole or in part to

many senior colleges with possible need to take additional required freshman or sophomore courses to meet junior year admittance standards. Students are strongly encouraged to meet with their advisors for clarification of transfer possibilities.

B. Career Associate Degree Programs

Career associate degree programs are intended to provide the theory and technical knowledge and to develop the professional skills students need to qualify for entry into the job market immediately after graduation. Many of these programs include practicum experiences while others may be supplemented with cooperative education courses for alternative on-the-job training. Although career program courses are not specifically designed for transfer to a senior institution, individual courses within these programs may have transfer potential into related degrees at senior colleges. Students intending to continue their studies are encouraged to review specific college requirements with their advisors to obtain highest transferability of their NECC coursework.

C. General Studies Degree Program

The General Studies Program is available for students who have not yet decided on a particular field of study and want an opportunity to explore their interests and abilities. The Associate in Arts Degree in General Studies is designed to provide a flexible curriculum which combines a core of transfer courses with an opportunity to explore occupational courses in areas such as engineering, computer science, management and health professions through 24 credits of free electives. Students who have completed a certificate program of courses (see below) that are not applicable as an option within a specific degree program may apply these courses as free electives toward an Associate of Arts Degree in General Studies.

Certificate Programs

NECC certificates are awarded for an area of concentration which develops specific skills needed for (1) immediate job entry into a career field/cluster or (2) further study in a clearly identified area of specialization within a discipline.

NECC awards several types of certificates.

A. Certificate

The NECC Certificate is awarded for a 24 credit or more program which has been approved under the authority of the Massachusetts Board of Regents.

B. Certificate of Completion

The NECC Certificate of Completion is awarded for a 15-23 credit certificate program.

C. Certificate of Accomplishment or Participation

The NECC Certificate of Accomplishment or Participation is awarded for certificate programs up to 14 credits or for non-credit courses.

NECC Certificates and Certificates of Completion (A and B) are awarded at the College's official graduation ceremony upon approval of the student's petition to graduate; Certificates of Accomplishment or Participation (C) are not awarded at graduation. All certificates of 15 credits or more will be noted on student transcripts.

Many of these certificate programs provide practicum experience, while others may be supplemented with cooperative education courses for alternative on-the-job experience. Most certificate programs may be applied in part or whole towards an appropriate degree program or General Studies degree. However, a student who receives an associate degree does not automatically receive a certificate as well; please see the section "Dual Program Status" elsewhere in this catalog. Although career certificate program courses are not specifically designed for transfer, individual courses within these programs may have transfer potential. Students intending to continue their studies are encouraged to review specific college requirements with their advisors to obtain highest transferability of their NECC coursework.

All certificates except Certificates of Accomplishment or Participation must be approved by the Academic Affairs Committee.

Academic Program Enhancements

A. Cooperative Education

Cooperative Education provides students with full-time or part-time jobs related to their academic programs and/or career objectives. Cooperative Education courses are founded on the philosophy that you learn more effectively when you learn by doing through integrating classroom instruction with practical, supervised on-the-job experience. Students are usually paid for the work performed while participating in Cooperative Education.

B. International/Intercultural Education

Learning and teaching which encompass a global perspective are central to the mission of Northern Essex. Through introductory courses which integrate such a perspective, and through specialized courses as well as cross-registration at a NECCUM (North East Consortium of Colleges and Universities in Massachusetts) college, interested students can design a course of studies with a strong focus on international/intercultural education. As well, two formal Liberal Arts program options -International Relations and Cross-Cultural are also available to all students, providing a more structured and guided educational experience. For further information, contact Usha Sellers, Chairperson, Division of Social Sciences, at 508-374-5822.

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Northern Essex Community College reserves the right to withdraw or revise any provision or requirement described in the college catalog. Supplements to this document may be issued from time to time to present new or additional information.

Accounting

The associate in science degree program in Accounting provides a basic core of business courses which introduces students to a broad variety of areas within the field of business and prepares them to select that particular phase of specialization which best suits their needs, abilities and interests. The Accounting specialization is designed to prepare students to enter business, industry or government in the specific field of accounting. The demand for trained accountants has increased substantially with the growth and complexity of business and government. Employment projections have typically indicated that accountants are among those who are in high demand and well paid. Many of the courses in the curriculum may be transferred to a four-year college of business administration. 60/61 credit hours of work are required for graduation. The following sequence of courses allows this program to be completed in two years by full time students. **Many of our students design three- to five-year plans or accelerate their progress by attending summer and/or evening classes. For more information, see an advisor.**

FIRST SEMESTER		CREDITS	SECOND SEMESTER		CREDITS
EN4401	English Composition I	3	EN4402	English Composition II	3
AC6610	Introductory Accounting I	3	AC6611	Introductory Accounting II*	3
	Mathematics (see Math Chart)***	3		Mathematics (see Math Chart)	3
BU4400	Introduction to Business	3	EN8011	Speech	3
SO3321	Introduction to Sociology OR		PS1101	Introduction to Psychology OR	
PS1101	Introduction to Psychology	3	SO3321	Introduction to Sociology	3
		15			15
THIRD SEMESTER		CREDITS	FOURTH SEMESTER		CREDITS
AC6683	Computerized Accounting Systems	3	EC3652	Survey of Economics	3
LW6651	Business Law I	3	MG6666	Principles of Management	3
AC6620	Intermediate Accounting I**	3	AC6621	Intermediate Accounting II**	3
AC6682	Tax Accounting	3	AC6679	Cost Accounting	3
	Natural Science Elective	3/4		Elective	3
		15/16			15

* Prerequisite: A grade of C or better in AC6610 Introductory Accounting I.

** Prerequisite: AC6611 Introductory Accounting II.

*** Basic Math, Basic Algebra do not satisfy math requirement.

Alcohol/Drug Abuse Counseling Certificate

The one-year certificate program in Alcohol/Drug Abuse Counseling is designed to provide the opportunity for students to learn the theory and develop the skills needed to assist clients toward recovery from their alcohol/drug abuse problem. Special consideration will be given to current modalities of treatment and ethical issues involved in direct care services. Carefully supervised clinical experiences in alcohol/drug abuse services are an integral part of the program and prepare students for positions as counselors in alcohol and drug abuse. 24 credit hours of work are required for the certificate. Graduates of this program have the opportunity to continue working toward an associate degree in Mental Health Technology. **Admission Conditions:** Complete college admission requirements; two letters of reference; personal interview; health examination; liability insurance (taken out at time of registration at the college as part of tuition costs); demonstration of a serious commitment to working in the mental health and human service system to improve the care and services to the chemically dependent person.

FIRST SEMESTER		CREDITS	SECOND SEMESTER		CREDITS
MH2111	Introduction to Mental Health Human Services	3	MH2171	Counseling Techniques with Drug Abusers	3
MH2133	Observation and Recording of Human Services/Mental Health Programs	1	MH2169	Mental Health Practicum II in Alcohol/Drug Abuse Services	4
MH2170	Alcohol and Drug Abuse	3	MH2155	Modalities of Treatment	3
MH2168	Mental Health Practicum I in Alcohol/Drug Abuse Services	4			10
MH2147	Group Dynamics	3			
		14			

Note: All courses with an "MH" prefix are restricted to students enrolled in the Mental Health Technology, Community Residence Manager or Alcohol/Drug Abuse Counseling programs. Other students may take MH prefix courses, depending upon class size, with written permission of the coordinator.

Banking

The associate in science degree program in Banking (currently offered in the Division of Continuing Education & Community Services only) has been developed by the college in conjunction with the Educational Committee of the Merrimack Valley Chapter, American Institute of Banking (AIB). This program is designed primarily for those presently employed in banking. The courses parallel those offered by the AIB, and students are able to work towards AIB certification as they complete associate degree requirements. The program provides the student with a broad academic background and the fundamentals of banking and business management skills. 60 credit hours of work are required for graduation. The following sequence of courses allows this program to be completed in two years by full time students. **Many of our students design three- to five-year plans or accelerate their progress by attending summer and/or evening classes. For more information, see an advisor.**

FIRST SEMESTER		CREDITS	SECOND SEMESTER		CREDITS
EN4401	English Composition I	3	EN4402	English Composition II	3
AC6610	Introductory Accounting I	3	PS1101	Introduction to Psychology OR	
	Mathematics (see Math Chart)***	3	SO3321	Introduction to Sociology	3
EC3322	Micro Economics	3	EN8011	Speech	3
BK6601	Principles of Banking	3	BK6611	Money and Banking	3
		15	AC6611	Introductory Accounting II**	3
					15
THIRD SEMESTER		CREDITS	FOURTH SEMESTER		CREDITS
LW6651	Business Law I	3	LW6652	Business Law II	3
MG6666	Principles of Management	3	BK6614	Commercial Bank Management	3
	Banking Elective*	3		Banking Elective*	3
	Banking Elective*	3		Liberal Arts Elective	3
	Liberal Arts Elective	3		Liberal Arts Elective	3
		15			15

* Suggested Banking Electives for students concentrating in Commercial Lending: BK6624 Intro to Commercial Lending, BK6651 Analyzing Financial Statements, BK6623 Consumer Lending, BK6652 Law & Banking Principles, BK6654 Law & Banking Applications, BK6621 Corporate Banking: A Practical Approach to Lending.

Suggested Banking Electives for students concentrating in Retail Banking: BK6623 Consumer Lending, BK6653 Marketing for Bankers, BK6622 Real Estate Finance, BK6652 Law & Banking Principles, BK6654 Law & Banking Applications, BK6666 Retail Banking.

** Prerequisite: A grade of C or better in AC6610.

*** Basic Math, Basic Algebra do not satisfy math requirement.

Banking Studies Certificate

The certificate program in Banking Studies (currently offered in the Division of Continuing Education & Community Services only) has been developed by the college in conjunction with the Merrimack Valley Chapter, American Institute of Banking (AIB). The program is designed primarily for those presently employed in banking and is intended for students who wish to complete specialized courses in banking in a short period of time. All courses in the certificate program in Banking Studies may be transferred into the associate degree program in Banking. 30 credit hours are required for the certificate.

REQUIRED COURSES	CREDITS
BK6601 Principles of Banking	3
BK6623 Consumer Lending	3
BK6622 Real Estate Finance	3
BK6611 Money and Banking	3
BK6652 Law and Banking Principles	3
BK6614 Commercial Bank Management	3
BK6624 Introduction to Commercial Lending	3
BK6654 Law & Banking Applications	3
BK6653 Marketing for Bankers	3
Liberal Arts Elective	3

Business Education

The associate in science degree program in Business Education provides the student with the opportunity to acquire not only high-level business and secretarial skills, but the possibility of transferring to a four-year program at a senior institution. Students may transfer the courses listed towards a Bachelor of Business Education degree in order to prepare for a career as a teacher of business subjects, or towards a Bachelor of Office Administration degree in order to prepare for excellent supervisory or management positions in the business world. 60 or 61 credit hours of work are required for graduation. The following sequence of courses allows this program to be completed in two years by full time students. **Many of our students design three- to five-year plans or accelerate their progress by attending summer and/or evening classes. For more information, see an advisor.**

FIRST SEMESTER		CREDITS	SECOND SEMESTER		CREDITS
EN4401	English Composition I	3	EN4402	English Composition II	3
	Business Elective	3	SH6602	Speedwriting II	3
SH6601	Speedwriting I	3	TW6641	Keyboarding II*	3
	Keyboarding I or II*	3	PS1101	Introduction to Psychology	3
HI9901	Western Civilization I	3	HI9902	Western Civilization II	3
		15			15
THIRD SEMESTER		CREDITS	FOURTH SEMESTER		CREDITS
	Secretarial Science Elective**	3		Secretarial Science Elective**	3
SL6661	Office Administration I	3	SL6665	Essentials of Office Management	3
	Natural Science Elective	3/4	AC6611	Introductory Accounting II***	3
AC6610	Introductory Accounting I	3		Speech or Literature	3
	Secretarial Science Elective**	3		Liberal Arts Elective	3
		15/16			15

* Choose appropriate course after consultation with departmental advisor.

** Secretarial Science Electives are listed with the Executive Secretarial curriculum.

*** Prerequisite: A grade of C or better in AC6610 Introductory Accounting I.

Business Management

The associate in science degree program in Business Management provides a basic core of business courses which introduces students to a variety of areas within the field of business. Specific requirements in Business Law, Business Finance, Economics and Principles of Management give students the knowledge and background to make positive contributions in those positions in the business world for which they may be preparing. A wide choice of business management electives allows students maximum flexibility in choosing their programs of study. This program may be preferred by those not wishing to decide upon a specific concentration after completing the first year core program, or by those planning to transfer to a four-year college who want the flexibility of choosing specific business electives for a particular institution. 60/61 credit hours of work are required for graduation. **The following sequence of courses allows this program to be completed in two years by full time students. Many of our students design three- to five-year plans or accelerate their progress by attending summer and/or evening classes. For more information, see an advisor.**

FIRST SEMESTER		CREDITS	SECOND SEMESTER		CREDITS
EN4401	English Composition I	3	EN4402	English Composition II	3
AC6610	Introductory Accounting I	3	AC6611	Introductory Accounting II*	3
	Mathematics (see Math Chart)††	3		Mathematics (see Math Chart)	3
BU4400	Introduction to Business	3	EN8011	Speech	3
SO3321	Introduction to Sociology OR		PS1101	Introduction to Psychology OR	
PS1101	Introduction to Psychology	3	SO3321	Introduction to Sociology	3
		15			15

THIRD SEMESTER		CREDITS	FOURTH SEMESTER		CREDITS
FI3652	Business Finance†	3	EC3652	Survey of Economics	3
LW6651	Business Law I	3	MG6666	Principles of Management	3
MK6678	Marketing***	3		Business Elective**	3
	Business Elective**	3		Business Elective**	3
	Elective	3		Natural Science Elective	3/4
		15			15/16

* Prerequisite: A grade of C or better in Introductory Accounting I.

** Business Management Electives available in the Day Division and the Division of Continuing Education & Community Services: AC6620 Intermediate Accounting I, AC6621 Intermediate Accounting II, MK6650 Retailing, MK6679 Advertising, MK6681 Salesmanship, AC6682 Tax Accounting, AC6671 Cost Accounting, LW6652 Business Law II, FI6663 Principles of Real Estate, CT6626 Introduction to Information Processing with BASIC, CO4401 Cooperative Education I, EC3322 Micro Economics, MG6676 Personnel Management, MG6690 Introduction to Management Information Systems, FI3600 Computerized Business Applications.

Business Management electives available in the Division of Continuing Education & Community Services only: All courses in the Banking and Materials Management programs.

Specific courses in the Office Administration program may be elected only with the expressed approval of the Department and Division chairpersons.

*** Prerequisite: BU4400, Introduction to Business.

† Prerequisite AC6611.

†† Basic Math, Basic Algebra do not satisfy math requirement.

FIELD EXPERIENCE PROGRAM

Students participating in the Field Experience Program will be available for employment after completing their first year of academic requirements. This six-month work experience will allow students to increase knowledge in their chosen career while providing employers with qualified employees to fill entry level positions.

STUDENT A*	Fall	Spring	Summer
	School	School	/
Second Year	/	School	Vacation**
Third Year	School	Graduation January 19	

Field Experience Work Team 

STUDENT B*	Fall	Spring	Summer
	School	School	Vacation**
Second Year	/	/	/
	School		*** Vacation
Third Year	School	Graduation January 19	

* The Field Experience Rotation Cycle will be determined by the Job Developer

** Possible employment opportunities will be available through the Cooperative Education Office.

*** Field Experience/Summer Vacation

Business Management: Data Processing Option

The associate in science degree program in Business Management with Data Processing Option provides a program of study which combines broadly based academic courses with a concentration of specific business administration courses together with a sequence of courses in the field of computer technology. Students will learn to program in several languages. Most computer courses include laboratory periods where the student receives hands-on computer time. The program is designed to provide career-oriented graduates with the computer background demanded by today's business community and the foundation necessary to appreciate the role of data processing in modern business. 65/66 credit hours of work are required for graduation.

FIRST SEMESTER		CREDITS	SECOND SEMESTER		CREDITS
EN4401	English Composition I	3	EN4402	English Composition II	3
AC6610	Introductory Accounting I	3	AC6611	Introductory Accounting II*	3
	Mathematics (see Math Chart)†	3		Mathematics (see Math Chart)	3
MK6678	Principles of Marketing	3		Programming Elective**	4
CT6626	Introduction Information Processing/BASIC	4	PS1101	Introduction to Psychology OR	
TW6600	Computer Keyboarding I	1	SO3321	Introduction to Sociology	3
		17			16
THIRD SEMESTER		CREDITS	FOURTH SEMESTER		CREDITS
FI3652	Business Finance***	3	EC3652	Survey of Economics	3
LW6651	Business Law I	3	MG6666	Principles of Management	3
CT6652	COBOL Programming	4	EN8011	Speech	3
	Elective	3	CT6676	Bus. Sys. Analysis & Design	4
PS1101	Introduction to Psychology OR			Natural Science Elective	3/4
SC3321	Introduction to Sociology	3			16/17
		16			

* Prerequisite: A grade of C or better in AC6610 Introductory Accounting I.

** CT6611 RPG Programming, CT6638 Basic Programming with Business Applications, or other programming language recommended.

*** Prerequisite: AC6611.

† Basic Math, Basic Algebra do not satisfy math requirement.

Business Management: Hotel & Restaurant Management Option

The associate in science degree program in Business Management with an option in Hotel and Restaurant Management offers a program of study in liberal arts and in general and specialized business courses, as well as a sequence of six courses in hotel and restaurant management. The growth of the tourism industry, paired with the growth and development of the hotel and restaurant industry in the Merrimack Valley area has led to increasing demands for hospitality facilities. This program offers students the education and the field experience needed to prepare for the employment opportunities available in this expanding field. 60 credit hours of work are required for graduation.

FIRST SEMESTER		CREDITS	SECOND SEMESTER		CREDITS
EN4401	English Composition I	3	EN4402	English Composition II	3
AC6610	Introductory Accounting I	3	AC6611	Introductory Accounting II*	3
	Mathematics (see Math Chart)***	3		Mathematics (see Math Chart)	3
BU4400	Introduction to Business	3	PS1101	Introduction to Psychology OR	
HR6610	Introduction to Hospitality Management**	3	SO3321	Introduction to Sociology	3
		15	HR6620	Hotel and Motel Management**	3
					15
THIRD SEMESTER		CREDITS	FOURTH SEMESTER		CREDITS
HR6630	Food and Beverage Management**	3	MG6666	Principles of Management	3
HR6635	Front Office Procedures**	3	HR6640	Hotel and Restaurant Law**	3
CO4401	Cooperative Education I	3	HR6645	Hospitality Seminar**	2
EN8011	Speech	3	CO4402	Cooperative Education II	3
PS1101	Introduction to Psychology OR			Elective	3
SO3321	Introduction to Sociology	3		Elective	1
		15			15

* Prerequisite: A grade of C or better in AC6610 Introductory Accounting.

** Those who intend to transfer must consult with their advisor before taking this program.

*** Basic Math, Basic Algebra do not satisfy math requirement.

Business Management: Materials Management Option

The associate in science degree program in Business Management with Materials Management Option (currently offered in the Division of Continuing Education & Community Services only) offers a program of study which includes a basic core of liberal arts and business administration courses together with a cluster of specialized courses in materials management. The program is designed for people who wish to matriculate in a field which is rapidly emerging as an interesting and lucrative professional area of specialization with expanding job opportunities, not only on the entry level, but also for those interested in supervisory and/or managerial positions. 64/65 credit hours of work are required for graduation.

FIRST SEMESTER		CREDITS	SECOND SEMESTER		CREDITS
EN4401	English Composition I	3	EN4402	English Composition II	3
AC6610	Introductory Accounting I	3	AC6611	Introductory Accounting II*	3
	Mathematics (see Math Chart)**	3		Mathematics (see Math Chart)	3
MG7701	Principles of Materials Management	3	MG7705	Master Planning	3
SO3321	Introduction to Sociology OR		PS1101	Introduction to Psychology OR	
PS1101	Introduction to Psychology	3	SO3321	Introduction to Sociology	3
		15			15
THIRD SEMESTER		CREDITS	FOURTH SEMESTER		CREDITS
MG6654	Purchasing I	3	MG6655	Purchasing II	3
MG6690	Management Information Systems	3	EC3322	Micro Economics	3
EN8011	Speech	3		Natural Science	3/4
MG7730	Just-in-Time Manufacturing	3	CT6630	Introduction to Personal Computers	3
MG7706	Material Requirements Planning	3	MG7720	Production & Capacity Management	3
		15	MG7704	Inventory Management	3
					18/19

* Prerequisite: A grade of C or better in AC6610 Introductory Accounting I.

** Basic Math, Basic Algebra do not satisfy math requirement.

Business Management: Real Estate Option

The associate in science degree program in Business Management with an option in Real Estate offers a program of study in liberal arts, general and specialized business courses and a sequence of courses in real estate. Graduates of the program will be prepared to take the Massachusetts Real Estate License Examination as either a salesperson or a broker. Career opportunities are prevalent in many specialized areas of the real estate field such as property management, property appraisal, commercial sales and rentals, residential sales and rentals, and personal property investment. 62/63 credit hours of work are required for graduation.

FIRST SEMESTER		CREDITS	SECOND SEMESTER		CREDITS
EN4401	English Composition I	3	EN4402	English Composition II	3
AC6610	Introductory Accounting I	3	AC6611	Introductory Accounting II*	3
	Mathematics (see Math Chart)***	3		Mathematics (see Math Chart)	3
MK6678	Principles of Marketing	3	FI6663	Principles of Real Estate	4
SO3321	Introduction to Sociology OR		LW6651	Business Law I	3
PS1101	Introduction to Psychology	3			15
		15			
THIRD SEMESTER		CREDITS	FOURTH SEMESTER		CREDITS
BK6622	Real Estate Finance	3	EC3652	Survey of Economics*	3
FI3752	Business Finance	3	LW6630	Business Real Estate Law	3
MG6666	Principles of Management	3	FI6670	Real Estate Evaluation	3
PS1101	Introduction to Psychology OR		EN8011	Speech	3
SC3321	Introduction to Sociology	3		Elective***	3
	Natural Science Elective	3/4			16/17

* Prerequisite: A grade of C or better in AC6610 Introductory Accounting I.

** Hands-on training component: cooperative work experience.

*** Basic Math and Basic Algebra do not satisfy math requirement.

Business Management: Retail Option

The associate in science degree program in Business Management with an option in Retailing offers a program of study which combines broadly based academic courses with a concentration of business courses and practical experience in retailing. This program will give the student a basic understanding of marketing strategy, selling techniques and product advertising. Retailing is a specific career field which offers an ever-expanding opportunity for graduates. Many major retailing centers and merchandising marts in the geographic area served by the college provide employment opportunities for students and graduates for positions as management trainees, buyer trainees, and sales personnel in retail stores and credit offices. An integral part of the program is a 6-credit Retailing Cooperative Education work experience designed to give the student an opportunity to integrate theoretical classroom knowledge with practical on-the-job experience. 60 credit hours of work are required for graduation.

FIRST SEMESTER		CREDITS	SECOND SEMESTER		CREDITS
EN4401	English Composition I	3	EN4402	English Composition II	3
AC6610	Introductory Accounting I	3	AC6611	Introductory Accounting II*	3
	Mathematics (see Math Chart)***	3		Mathematics (see Math Chart)***	3
MK6678	Principles of Marketing	3	MK6680	Retailing	3
SO3321	Introduction to Sociology OR		SO3321	Introduction to Sociology OR	
PS1101	Introduction to Psychology	3	PS1101	Introduction to Psychology	3
		15			15
THIRD SEMESTER		CREDITS	FOURTH SEMESTER		CREDITS
FI3652	Business Finance†	3	EC3652	Survey of Economics	3
LW6651	Business Law I	3	MG6666	Principles of Management	3
MK6679	Advertising	3	MK6681	Salesmanship	3
CO4401	Cooperative Education I	3	C04402	Cooperative Education II	3
EN8011	Speech	3	SC5011	Energy/Environment & Future**	3
		15			15

* Prerequisite: A grade of C or better in AC6610 Introductory Accounting I.

** Another science may be selected in place of this requirement.

*** Basic Math, Basic Algebra do not satisfy math requirement.

† Prerequisite: AC6611.

Business Management: Total Quality Management Option

The associate in science degree program in Business Management with a Total Quality Management option (currently offered only in the Division of Continuing Education and Community Services) prepares students to enter the management field with application knowledge of the latest concepts in workforce utilization, companywide management of process/product/service quality, customer service, productivity and continuous improvement. The program draws upon both cognitive and affective skill-building to equip students with immediately marketable tools for supervisory, management or related manufacturing, quality, or service support positions and/or prepares them to go on to four-year programs. Sixty-six to sixty-seven (66-67) credits are required for graduation.

FIRST SEMESTER		CREDITS	SECOND SEMESTER		CREDITS
EN4401	English Composition I	3	EN4402	English Composition II	3
AC6610	Introductory Accounting I	3	AC6611	Introductory Accounting II	3
	Mathematics (see Math Chart)*	3		Mathematics (see Math Chart)*	3
BU4400	Introduction to Business	3	SO3321	Introduction to Sociology OR	3
MG6620	Introduction to Total Quality Management	3	PS1101	Introduction to Psychology	
		15	MG6625	Planning for Total Quality Mgmt.	3
					15
THIRD SEMESTER		CREDITS	FOURTH SEMESTER		CREDITS
MK6678	Principles of Marketing	3	MG6666	Principles of Management	3
EN8011	Speech	3	EC3652	Survey of Economics	3
FI3652	Business Finance	3		Natural Science Elective	3/4
SO3321	Introduction to Sociology OR	3	LW6651	Business Law I	3
PS1101	Introduction to Psychology			Elective**	3
MG6630	Management of Total Quality Systems	3	MG6640	Advanced Systems for Total Quality Management	
MG6633	Process Control & Improvement	3			3
		18			18/19

* Basic Math, Basic Algebra do not satisfy math requirement.

** Elective (choose one): MG6651 Industrial Management, MG7701 Principles of Materials Management, GH7730 Just-In-Time Manufacturing, MG6690 Introduction to Management Information, MG7720 Production & Capacity Management, MG7706 Materials Requirements Planning, and other related state-of-the-art special topics courses as offered and approved for this program.

Business Transfer†

The associate in science degree program in Business Transfer is designed for students planning to transfer to a four-year institution after completing the associate degree program. It provides study of basic liberal arts courses with transferable courses in business administration to provide a strong background for further study towards the bachelor's degree. 62 credit hours of work are required for graduation. The following sequence of courses allows this program to be completed in two years by full time students. Many of our students design three- to five-year plans or accelerate their progress by attending summer and/or evening classes. For more information, see an advisor.

FIRST SEMESTER		CREDITS	SECOND SEMESTER		CREDITS
EN4401	English Composition I	3	EN4402	English Composition II	3
AC6610	Introductory Accounting I	3	AC6611	Introductory Accounting II**	3
	MA5615 College Algebra or MA5675	3		Elective***	3
	Calculus I for Business/Social/Life Sciences*		EN8011	Speech	3
FI3600	Computerized Business Applications	3	PS1101	Introduction to Psychology OR	
SO3321	Introduction to Sociology OR		SO3321	Introduction to Sociology	3
PS1101	Introduction to Psychology	3			
		15			
THIRD SEMESTER		CREDITS	FOURTH SEMESTER		CREDITS
EC3322	Micro Economics	3	EC3323	Macro Economics	3
	Natural Science	4		Natural Science	4
	Elective***	3		Elective***	3
	Elective***	3		Elective***	3
	Elective***	3		Elective***	3
		16			

Natural Science Requirement: Two 4-credit courses in natural science are recommended. In some instances a total of nine credits in 3-credit science courses may be accepted with Divisional approval.

Mathematics Requirement: Since acceptable transfer courses vary among four-year colleges, students should choose courses in accordance with the specific requirement of the college to which they are seeking admission. It may be necessary for some students to take more than the required two courses in mathematics since courses in Calculus for Business I and II are required for admission by some colleges.

Electives: A wide variety of electives is available to fill the requirements of specific colleges in regard to transfer credits. Students are advised to contact the college to which they are seeking transfer to determine courses that should be taken at Northern Essex Community College. Recommended in many instances would be courses in history and government, humanities social sciences and mathematics. Many four-year schools will also accept additional courses in Business Administration to satisfy their general elective requirements. Co-Op I and II not a transferable elective.

* Basic Algebra and Intermediate Algebra do not meet the math requirement.

** Prerequisite: A grade of C or better in AC6610 Introductory Accounting I.

*** Basic Math, Basic Algebra, Basic Writing, Basic Reading and College Reading do not meet the elective requirement.

† See Commonwealth Transfer Compact requirements in this catalog.

Community Residence Manager Certificate

The one-year certificate program in Mental Health Technology: Community Residence Manager provides students with the theory and skills needed to provide direct client services such as assisting residents to master activity of daily living skills; group and individual counseling; money management techniques for residents; community referral skills; and an understanding of the problems of the mentally retarded and mentally ill as they seek to enter into the mainstream of our society after years of institutionalization. Carefully supervised clinical experiences in residential services are an integral part of the program and prepare students for positions as community residence managers. Graduates of this program have the opportunity to continue working toward an associate's degree in Mental Health Technology. 33 credit hours of work are required for the certificate.

Admission Conditions: Complete college admission requirements, two letters of reference, personal interview, health examination, liability insurance (taken out at time of registration at the college as part of tuition costs), and demonstration of a serious commitment to working in the mental health and human service delivery system to improve the care and services to the mentally ill/emotionally disturbed/and developmentally disabled person in residential programs.

FIRST SEMESTER		CREDITS	SECOND SEMESTER		CREDITS
EN4401	English Composition I	3	EN4402	English Composition II	3
MH2111	Introduction to Mental Health/ Human Services	3	PS1101	Introduction to Psychology	3
GV3310	American Government & Politics	3	MH2156	Behavior Management Principles and Techniques	3
MH2133	Observation & Recording of Human Services/Mental Health Programs	1	MH2146	Elective Mental Health Practicum in Residential Services II	3
MH2147	Group Dynamics	3			
MH2145	Mental Health Practicum in Residential Services I	4			
		17			
					16

Note: All courses with an "MH" prefix are restricted to students enrolled in the Mental Health Technology, Community Residence Manager or Alcohol/Drug Abuse Counseling programs. Other students may take MH prefix courses, depending upon class size, with written permission of the coordinator.

Computer-Aided Drafting Certificate

The thirty-week certificate program in Computer Aided Drafting (CAD) is designed to give students a thorough background in engineering drafting, experience in the use of a CAD system, and knowledge of how CAD fits into Computer Integrated Manufacturing. 27 to 28 credit hours of work are required for the certificate. **Program Prerequisite:** Two years of high school algebra or equivalent.

FIRST SEMESTER	CREDITS	SECOND SEMESTER	CREDITS
ET6600 Engineering Drafting	3	CT6672 Computer Aided Drafting	3
CT6630 Introduction to Personal Computers OR	3	EN4401 English Composition I	3
CT6626 Introduction to Information Processing/BASIC	4	Elective***	3/4
MA5650 Technical Mathematics* OR	4	Elective***	3/4
MA5621 College Algebra & Trigonometry	4		
CT6670 Introduction to CAD/CAM	3		
TW6600 Computer Keyboarding **	1		
	13/14/15		12/13

* Students with a more advanced math background may substitute appropriate courses.

** For those without strong typing skills.

*** Recommended alternatives for electives: FA7096 Introduction to Graphic Design, FA7098 Illustration, FA7099 Advanced Graphic Design: Desktop Publishing, CT6601 Fundamentals of Digital Logic, an advanced math, or CT6682 Computer Applications in Engineering and Technology.

Computer and Information Sciences

The associate in science degree program in Computer and Information Sciences has been designed to serve the needs of a variety of students. Their goals may vary from employment after graduation to transferring to a four year college majoring in computer science or computer information systems (CIS). Category electives allow students to plan their future by focusing on one of four career objectives: Computer science transfer, CIS transfer or, employment in the business or technical programming career paths. Students should consult with their faculty advisor to plan their courses. 65/71 credit hours of work are required for graduation. **Program Prerequisite:** Two years of high school algebra or equivalent.

FIRST SEMESTER	CREDITS	SECOND SEMESTER	CREDITS
EN4401 English Composition I	3	EN4402 English Composition II	3
MA5614 Introduction to Discrete Mathematics	3	Math Elective**	3/4
CT6620 Computer Programming I	4	CT6640 Data Structures	4
CT6632 Personal Computer Applications	3	CT6649 Assembly Language Programming	4
Elective or Keyboarding*	3	Humanities Elective	3
	16		17/18

THIRD SEMESTER	CREDITS	FOUTH SEMESTER	CREDITS
Math Elective**	3/4	CT6655 File Design & Processing	4
Programming Elective	4	Category Elective***	3/4
Category Elective***	3/4	Category Elective***	3/4
Category Elective***	3/4	Social Science/Humanities Elective	3
Social Science Elective	3	Elective	3
	16/19		16/18

* Students must have a keyboarding skill of 25 words per minute or TW6640 Keyboarding I must be taken in the first semester.

** Math chart for computer programs starting at the level of MA5621 College Algebra & Trigonometry.

*** Category electives: see course selection guides for the path you wish to follow. CT6630 Introduction to Personal Computers may not be used.

Electives may not include any developmental courses such as basic math, basic algebra, basic reading or basic writing. Technical Writing is highly recommended as an elective.

Students wishing to transfer to a bachelor's program should have two social science electives: Western Civilization I and Western Civilization II, one humanities elective, and a minimum grade of C in all programming courses.

Computer and Information Sciences: Computer Operations Option

The Computer Operations option is a career-oriented degree program aimed at preparing students for careers in computer operations and operation management. The program includes training in software, hardware and computer operations. This program requires at least 61 credits. Category 1 and math credits must total 18. No prior knowledge of computers necessary.

FIRST SEMESTER (Fall)		CREDITS	SECOND SEMESTER (Spring)		CREDITS
CT6630	Introduction to Personal Computers	3	CT6641	Operating Systems	4
CT6626	Introduction to Information Processing/Basic	4	EN4402	English Composition II	3
EN4401	English Composition I	3		Math Elective*	3/4
	Math Elective*	3/4		Social Science Elective	3
	Elective or Keyboarding**	3		Elective	3
		16/17			16/17

THIRD SEMESTER (Fall)		CREDITS	FOURTH SEMESTER (Spring)		CREDITS
CT6643	Computer Operations Experience	4		Computer Programming Elective	4
CT5501	Personal Computer Maintenance/ Repair	3		Category I Elective ***	3/4
MG6666	Principles of Management	3		Category I Elective***	3/4
	Category I Elective***	3/4		Social Science/Humanities Elective	3
	Humanities Elective	3			13/15
		16/17			16/17

* Math Chart starting at the level of MA5615 College Algebra.

** Students must have a keyboarding skill of 25 words per minute with no more than one error per minute on unfamiliar material, or TW6640 Keyboarding I must be taken in the first semester. Electives may not include any developmental courses such as basic math, basic algebra, basic reading or basic writing.

*** Category I electives include upper level math courses, business courses, or any offering from the Computer Science, Natural Science, Engineering, or Technology departments.

Computer Maintenance Technology

The associate in science degree program in Computer Maintenance Technology is designed as a career program to train students for positions as technicians skilled in digital computer software and hardware. Students concentrate primarily on analyzing and troubleshooting digital electronic circuits and systems and secondarily on programming in Assembly Language and higher level languages. Laboratories emphasize hands-on experience with up-to-date computers and electronic instruments. 65/66 credit hours of work are required for graduation. **Program Prerequisite:** Two years of high school algebra or equivalent. The following sequence of courses allows this program to be completed in two years by full time students. Many of our students design three- to five-year plans or accelerate their progress by attending summer and/or evening classes. For more information, see an advisor.

FIRST SEMESTER		CREDITS	SECOND SEMESTER		CREDITS
MA5621	College Algebra & Trigonometry	4	MA5622	Advanced Algebra & Trigonometry	4
EN4401	English Composition I	3	ET6670	Electronic Circuits I	4
ET6111	Introduction to Electric Circuits	4	EN4402	English Composition II	3
CT6601	Fundamentals of Digital Logic	3	CT6632	Personal Computer Applications	3
ET6603	Digital Logic Laboratory	1	TW6600	Computer Keyboarding I	1
		15			15

THIRD SEMESTER		CREDITS	FOURTH SEMESTER		CREDITS
ET6671	Electronic Circuits II	3	CT6683	Computer System Troubleshooting	4
	Humanities/Social Science Elective	3	ET6645	Robotics	4
	Category I or II Elective	3/4	ET6683	Digital Communications	3
ET6690	Microcomputers	4		Humanities/Social Science Elective	3
ET6682	Digital Electronics	4		Category II Elective	4
		17/18			18

Category I Electives: ET6612 Circuit Analysis II, MA5690 Calculus I, MA5651 Calculus for Technology, CT6670 Introduction to CAD/CAM, PI5621 Applied Physics I, MA5670 Calculus for Electronics.

Category II Electives: CT6620 Programming I, CT6684 C Programming Language, CT6649 Assembly Language Programming, CT6682 Computer Application in Engineering & Technology, CT5561 Advanced Assembly Language Programming, CT6640 Data Structures, CT6680 Advanced Personal Computer Applications, CT6641 Operating Systems.

Computer Operator Certificate

This one-year certificate is designed to develop skills and knowledge to meet the demands of computer operations, and to prepare students as operator trainees in a number of categories: mini-computer operator, I/O or peripheral device operator, junior operator or console computer operator. **No prior knowledge of computers necessary.**

FIRST SEMESTER (Fall)		CREDITS	SECOND SEMESTER (Spring)		CREDITS
CT6626	Intro. to Information Processing w/BASIC	4	CT6641	Operating Systems	4
CT6630	Introduction to Personal Computers	3	CT5501	Personal Computer Maintenance/	
	Math Elective*	3/4		Repair	3
	Elective or Keyboarding**	3	MG6666	Principles of Management	3
		13/14			10

THIRD SEMESTER (Summer or Fall)		CREDITS
CT6643	Computer Operations Experience OR	4
	Co-op Experience	3/4

3/4

3/4

3/4

* Acceptable math electives are: MA5501 Intermediate Algebra, MA5673 Quantitative Methods, MA5506 Statistics, MA5621 College Algebra & Trigonometry, or any calculus course.

** Students must have a keyboarding skill of 25 words per minute with no more than one error per minute on unfamiliar material or TW6640 Keyboarding I must be taken in the first semester. Elective may not include any developmental course such as basic math, basic algebra, basic reading or basic writing.

Court Reporting Certificate

The Court Reporting Certificate (currently offered in the Division of Continuing Education & Community Services only) provides career training for students as court reporters and conference reporters in industry and government agencies. This is an intensive program with a required sequence of credit courses and a non-credit skill building requirement which may enable the student to achieve a certificate in two years. 24 credit hours and a prescribed series of ten non-credit courses are required for NECC graduation. Students may need additional time to meet the NSRA speed requirements in order to qualify for the State Certifying examination. See brochure for additional details.

Required Courses:

SH6623	Machine Shorthand	3 credits
SH6624	Intermediate Machine Shorthand	3 credits
SH6625	Advanced Machine Shorthand	3 credits
SL6682	Business Communications	3 credits
SL6673	Word Processing I	3 credits
SL6674	Word Processing II	3 credits
MR6605	Medical Terminology I	3 credits
SH6692	Legal Transcription Word Processing	3 credits
		24 credits

Machine Shorthand Speed & Development Courses I through X 0 credits

Notes: Students will be allowed to *rent machines* from NECC for SH6623, SH6624, and SH6625 at a one-time cost of \$75. Students must purchase their own machine by the end of SH6625 course.

Criminal Justice

The associate in science degree program in Criminal Justice describes and analyzes the various aspects of the criminal justice system. The curriculum is designed to take a systems approach in understanding the crime problem in the United States. The program is structured to prepare the students for professional careers, whether they are pre-service or already working in the criminal justice field. It is recognized that a majority of criminal justice students continue their criminal justice education at four-year institutions. Consequently, the curriculum has a broad, academic orientation, facilitating transfer to four-year institutions. 62 to 65 credit hours of work are required for graduation. **The following sequence of courses allows this program to be completed in two years by full time students. Many of our students design three- to five-year plans or accelerate their progress by attending summer and/or evening classes. For more information, see an advisor.**

FIRST SEMESTER		CREDITS	SECOND SEMESTER		CREDITS
EN4401	English Composition I	3	EN4402	English Composition II	3
	Math Elective*	3/4	GV3310	American Government and Politics	3
SO3321	Introduction to Sociology	3	SO3353	Introduction to Criminology	3
PE2016	Foundations of Health & Fitness	2	CJ3607	Functions of Police in Modern Society	3
CJ3603	Introduction to Criminal Justice	3	CJ3610	Introduction to Security	3
		14/15			15
THIRD SEMESTER		CREDITS	FOURTH SEMESTER		CREDITS
	Humanities Elective**	3	GV3315	Civil Rights & Liberties	3
	Elective**	3	CJ3608	Introduction to Corrections	3
CJ3667	Crisis Intervention in Criminal Justice System	3	CJ3670	Senior Seminar† OR	
PS1101	Introduction to Psychology	3	CJ3672	Field Practicum	3
CJ3601	Concepts of Criminal Law	3		Natural Science Elective***	3/4
	Natural Science Elective***	3/4		Elective*	3
		18/19			15/16

* Basic Math, Basic Algebra and Intermediate Algebra are generally not accepted for transfer or to meet the standards of the Commonwealth Transfer Compact.

** Students must choose three humanities electives in order to meet the requirements of the Commonwealth Transfer Compact. Courses other than humanities may be selected, but students interested in transferring are advised to check the requirements of the institution to which they seek transfer. Humanities electives should be selected from the following catalog categories: foreign languages, communication, philosophy, art, music, literature, religion and theatre.

*** Natural Science Elective: Courses should be selected from the following catalog categories: biology, chemistry, earth sciences or science. Students seeking to transfer require two laboratory science courses (4 credits each) to meet the standards of the Commonwealth Transfer Compact.

† The field practicum will apply to pre-service students and the senior seminar will generally apply to in-service students already working in the criminal justice field.

Note: Additional credits in the first, third and fourth semesters are a result of the possibility of the student selecting a four credit elective or requirement.

Dental Assistant Certificate

The two-semester certificate program in dental assisting is taught in the Dental Clinic/Laboratory and X-ray Room of Greater Lawrence Technical School, Andover, MA, and at the Haverhill campus of the college. The program is accredited by the Commission on Dental Accreditation of the American Dental Association. The curriculum provides the student with knowledge and practical skills required to perform dental assisting functions competently. Ten weeks of practical experience is provided in local dental offices to perfect the student's competence in performing dental assisting functions. Students who successfully pass the Certification for Dental Assistants examination sponsored by the Dental Assisting National Board, Inc. become Certified Dental Assistants. 35 credit hours of work are required for the certificate. A personal interview is required prior to admission.

FIRST SEMESTER		CREDITS	SECOND SEMESTER		CREDITS
DA0100	Dental Assisting I	5	DA0200	Dental Assisting II	3
DA0105	Dental Clinical I	4	DA0205	Dental Clinical II	1
DA0110	Oral Science I	3	DA0250	Dental Radiology II	1
DA0130	Dental Radiology I	2	DA0245	Oral Science II	1
PS1101	Introduction to Psychology	3	DA0275	Dental Seminar	1
EN4401	English Composition I	3	DA0280	Dental Assisting Practicum	5
		20	BI5510	Human Biology	3
					15

Student Liability Insurance: All Dental Assistant students are required to carry student liability insurance. The premium is to be paid prior to the beginning of classes.

Health: Dental Assistant students are required to complete a health evaluation prior to final acceptance to the program.

C.P.R. Certification: All Dental Assistant students are required to be certified in Basic Life Support (C.P.R.) prior to their first clinical assignment in the Spring semester. This may be accomplished by participating in C.P.R. instruction by the American Heart Association or the American Red Cross.

Early Childhood Education

The Early Childhood Education program is a career-oriented program which trains students for a professional role in the field of early childhood education. How children grow, develop and learn will become more meaningful through course work, directed observation and through the study of the young child both as an individual and as he/she functions in a variety of group settings. An integral part of this program is, therefore, the practicum placement which allows the student to apply theory and new skills, under guidance and supervision, in a variety of classrooms and educational programs. The program also provides the foundation for further study in the field of Early Childhood Education. This program requires 66/68 credit hours of work for graduation. **Admission Conditions:** Letters of reference and a personal interview with the Curriculum Coordinator. The following sequence of courses allows this program to be completed in two years by full time students. Many of our students design three- to five-year plans or accelerate their progress by attending summer and/or evening classes. For more information, see an advisor.

FIRST SEMESTER		CREDITS	SECOND SEMESTER		CREDITS
EN4401	English Composition I	3	EN4402	English Composition II	3
PS1101	Introduction to Psychology	3	PS1151	Child Psychology	3
BI5510	Human Biology/Natural Science Elective	3/4	CC2312	Practicum I	3
CC2230	Early Childhood Education: Theory and Practice	4	ED0402	Language & Reading Development In Early Childhood	3
CC2244	Enhancing Creativity in Early Childhood Curriculum	3	EN8011	Natural Science Elective Speech	3/4
		16/17			18/19

THIRD SEMESTER		CREDITS	FOUTH SEMESTER		CREDITS
CC2353	Practicum II	4	CC2264	Seminar in Philosophy of Early Childhood Education	3
PS2112	Problems of Early Childhood	3	CC2354	Practicum III	4
	Humanities Elective*	3	GV3310	American Government & Politics	3
	Math Requirement***	3	CC2260	Elective**	3
CC2240	Expressive Learning Activities in Early Childhood Curriculum	3		Math/Science for Early Childhood Curriculum	3
		16			16

* Humanities electives include the following: foreign languages, philosophy, art, music, literature, religion, theatre, dance, and photography.

** Persons who wish to transfer to other colleges after graduation should elect a course which satisfies the requirements of those colleges and/or the Commonwealth Transfer Compact.

*** Specific college level math course to be determined by the students in consultation with their advisor.

Students must maintain a grade of C or above in all CC and/or ED prefixed courses to proceed to the next semester's sequence in Early Childhood Education. Students whose grades fall below this level may continue only with the permission of the Early Childhood Coordinator.

Health: All students entering the Program must submit a report of a medical examination by a physician and documentation of a completed Mantoux (tuberculosis) test and MMR inoculation prior to beginning the program.

Prior to graduation, all Early Childhood students must obtain certification in Basic First Aid and in CPR for children. This may be accomplished by participating in instruction offered by the American Red Cross, local hospitals or any equivalent training.

Electronic Technology

The associate in science degree program in Electronic Technology is designed primarily to equip students for employment (often as an engineering assistant) with immediate marketable skills in electronic technology, both analog and digital. This curriculum concentrates on developing complex, interdependent electronic techniques. Heavy emphasis is put on use of state-of-the-art devices and laboratory equipment, and the preparing of complete, analytical laboratory reports. 69/70 credit hours of work are required for graduation. **Program Prerequisite:** Two years of algebra; geometry and trigonometry helpful, but not required. The following sequence of courses allows this program to be completed in two years by full time students. Many of our students design three- to five-year plans or accelerate their progress by attending summer and/or evening classes. For more information, see an advisor.

FIRST SEMESTER		CREDITS	SECOND SEMESTER		CREDITS
EN4401	English Composition I	3	MA5622	Advanced Algebra & Trigonometry	4
MA5621	Algebra & Trigonometry	4	ET6612	Circuit Analysis II	4
ET6611	Circuit Analysis I	4	ET6672	Electronics I	5
CT6601	Fundamentals of Digital Logic	3		Category I Elective*	3/4
ET6603	Digital Logic Laboratory	1			16/17
TW6600	Computer Keyboarding I	1			
		16			
THIRD SEMESTER		CREDITS	FOURTH SEMESTER		CREDITS
EN4402	English Composition II	3	PI5622	Applied Physics II	4
PI5621	Applied Physics I	4	ET6690	Microcomputers	4
ET6673	Electronics II	5	ET6684	Communications Circuits	4
ET6682	Digital Electronics	4	ET6683	Digital Communications	3
	Humanities/Social Science Elective	3		Humanities/Social Science Elective	3
		19			18

* Category I Electives: CT6632, Personal Computer Applications, CT6682 Computer Applications for Engineering & Technology.

Electronic Technology: Computer Systems Option

The Computer Systems option in Electronic Technology is a career program designed to train students for employment as computer technicians. A strong foundation in analog electronics is combined with courses emphasizing digital and computer applications. A minimum of 66 credits is required for graduation. **Program Prerequisite:** Two years of algebra. The following sequence of courses allows this program to be completed in two years by full time students. Many of our students design three- to five-year plans or accelerate their progress by attending summer and/or evening classes. For more information, see an advisor.

FIRST SEMESTER		CREDITS	SECOND SEMESTER		CREDITS
EN4401	English Composition I	3	MA5622	Advanced Algebra & Trigonometry	4
MA5621	Algebra & Trigonometry	4	ET6612	Circuit Analysis II	4
ET6611	Circuit Analysis I	4	ET6672	Electronics I	5
CT6601	Fundamentals of Digital Logic	3		Category I Elective*	3/4
ET6603	Digital Logic Laboratory	1			16/17
TW6600	Computer Keyboarding I	1			
		16			
THIRD SEMESTER		CREDITS	FOURTH SEMESTER		CREDITS
EN4402	English Composition II	3	CT6683	Computer System Troubleshooting	4
ET6690	Microcomputers	4	ET6683	Digital Communications	3
ET6682	Digital Electronics	4		Humanities/Social Science Elective	3
	Humanities/Social Science Elective	3	ET6645	Robotics	4
	Category II or III Elective	3/5		Category III Elective	3/4
		17/19			17/18

Category I Electives: CT6632, PC Applications, CT6682 Computer Applications for Engineering & Technology.

Category II Electives: MA5690 Calculus I, MA5651 Calculus for Technology, MA5670 Calculus for Electronics, CT6670 Introduction to CAD/CAM, PI5621 Applied Physics I, ET6673 Electronics II.

Category III Electives: CT6620 Programming I, CT6684 C Programming Language, CT6649 Assembly Language Programming, CT6682 Computer Applications in Engineering & Technology, CT5561 Advanced Assembly Language Programming, CT6640 Data Structures, CT6680 Advanced Personal Computer Applications, CT6641 Operating Systems.

Engineering Science

The associate in science degree program in Engineering Science is designed to prepare an engineering student for transfer to a four-year college or university. A core curriculum has been developed in cooperation with the American Association for Engineering Education and engineering divisions of several four-year institutions. The core curriculum allows the student an opportunity to explore various engineering fields equipping him/her to choose the field of specialization best suited to his/her interests and abilities. The fields of engineering include chemical, industrial, electrical, civil, environmental, and mechanical. A strong background in mathematics is required. A minimum of 69 credit hours of work are required for graduation. **Program Prerequisite:** Two years of algebra; geometry; trigonometry; one year of physics or chemistry. **The following sequence of courses allows this program to be completed in two years by full time students. Many of our students design three- to five-year plans or accelerate their progress by attending summer and/or evening classes. For more information, see an advisor.**

FIRST SEMESTER	CREDITS	SECOND SEMESTER	CREDITS
EN4401 English Composition I	3	EN4402 English Composition II	3
MA5690 Calculus I	4	MA5692 Calculus II	4
Chemistry Elective*	4	PI5623 Engineering Physics I	4
ET6601 Engineering Design Graphics	2	Chemistry Elective*	4
Programming Elective**	4	Communications Elective††	3
	17		
THIRD SEMESTER	CREDITS	FOURTH SEMESTER	CREDITS
MA5693 Calculus III	4	PI5651 Engineering Physics III	4
PI5624 Engineering Physics II	4	Technical Elective†	4
ET6651 Engineering Mechanics I OR		Free Elective	3/4
ET6650 Mechanics – Statics & Dynamics	3/4	Humanities/Social Science Elective***	3
Technical Elective†	3/4	Humanities/Social Science Elective***	3
Humanities/Social Science Elective***	3		
	17/19		

* This elective can be either the Introductory Chemistry sequence (CH5503, CH5504) or the General Chemistry sequence (CH5501, CH5502) depending on the background needs of the student.

** This elective can be either CT6620 Computer Programming I or CT6682 Computer Applications in Engineering and Technology. See an Engineering Department faculty member before choosing a programming elective.

*** **Humanities/Social Science Electives:** Either EC3322 Micro Economics or EC3323 Macro Economics or both may be used to satisfy part of this requirement. During the first semester, the student should contact the college to which he/she plans to transfer and then select both technical and general electives to fulfill his/her transfer goals.

† Proposed technical electives from outside the lists below will be considered, but must be approved by the Chairperson, Department of Engineering Science.

Suggested Technical Electives for various engineering branches (this list is not to be considered complete):

Civil Engineering: Micro Economics and Macro Economics, Survey I & II, Differential Equations, FORTRAN Programming, Computer Applications in Engineering and Technology, Strength of Materials, Engineering Mechanics II.

Electronic/Electrical Engineering: Micro-Economics and Macro-Economics, Differential Equations, FORTRAN Programming, Computer Applications in Engineering and Technology, Strength of Materials, Fundamentals of Digital Logic, Networks I and II, Engineering Mechanics II.

Mechanical Engineering: Micro-Economics and Macro-Economics, Engineering Mechanics II, Differential Equations, FORTRAN Programming, Computer Applications in Engineering and Technology, Circuit Analysis I and II, Networks I and II, Strength of Materials.

Environmental Engineering: Micro-Economics and Macro-Economics, FORTRAN Programming, Computer Applications in Engineering and Technology, Introductory Biology, Microbiology.

Chemical Engineering: General Chemistry I and II, Special Topics in Chemistry, Micro Economics and Macro-Economics, FORTRAN Programming, Computer Applications in Engineering and Technology.

†† The Communication Elective is considered to be any of the English offerings (courses with an EN prefix). Highly recommended are EN8011 Speech, EN8020 Interpersonal Communications, and EN4676 Technical Writing.

Executive Secretarial

The associate in science degree program in Executive Secretarial proposes to train students to assume high-level secretarial positions on the administrative and executive levels. The two-year curriculum offers a balanced program of academic and technical courses leading to specialization in the executive secretarial area. The college-educated secretary finds a wide variety of opportunities in every business and in every profession. Several courses will prepare students to seek gainful employment in the modern electronic office by providing opportunities for them to learn skills on several kinds of automated office equipment which integrates the advances of office technology. 60 to 61 credit hours of work are required for graduation. The following sequence of courses allows this program to be completed in two years by full time students. Many of our students design three- to five-year plans or accelerate their progress by attending summer and/or evening classes. For more information, see an advisor.

FIRST SEMESTER		CREDITS	SECOND SEMESTER		CREDITS
EN4401	English Composition I	3	EN4402	English Composition II	3
AC6610	Introductory Accounting I	3	AC6611	Introductory Accounting II*	3
SL6682	Business Communications	3	SH6601	Speedwriting I	3
	Keyboarding I or II**	3		Keyboarding II OR	
BU4400	Introduction to Business	3		Word Processing I	3
		15	PS1101	Introduction to Psychology	3
					15

THIRD SEMESTER		CREDITS	FOURTH SEMESTER		CREDITS
SH6602	Speedwriting II	3	SK6653	Machine Transcription	3
SL6661	Office Administration I	3		Word Processing II OR	
	Word Processing I OR			Secretarial Science Elective***	3
	Word Processing II OR		LW6651	Business Law I	3
	Secretarial Science Elective***	3		Speech or Literature	3
	Natural Science Elective	3/4		Liberal Arts Elective	3
	Liberal Arts Elective	3			15
		15/16			

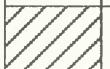
* Prerequisite: A grade of C or better in AC6610 Introductory Accounting I.

** Choose appropriate course after consultation with advisor.

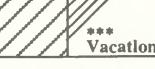
*** Secretarial Science Electives: SL6665 Essentials of Office Management, MG6690 Introduction to Management Information Systems, CI4401 Cooperative Education.

FIELD EXPERIENCE PROGRAM

Students participating in the Field Experience Program will be available for employment after completing their first year of academic requirements. This six-month work experience will allow students to increase their knowledge in their chosen career while providing employers with qualified employees to fill entry level positions.

STUDENT A*			
	Fall	Sprng	Summer
First Year	School	School	
Second Year		School	Vacation**
Third Year	School	Graduation January 19__	

Field Experience Work Team 

STUDENT B*			
	Fall	Sprng	Summer
First Year	School	School	
Second Year	School		*** Vacation
Third Year	School	Graduation January 19__	

* The Field Experience Rotation Cycle will be determined by the Job Developer.

** Possible employment opportunities will be available through the Cooperative Education Office.

*** Field Experience/Summer Vacation

Executive Secretarial: Machine Transcription Option

FIRST SEMESTER		CREDITS	SECOND SEMESTER		CREDITS
EN4401	English Composition I	3	EN4402	English Composition II	3
AC6610	Introductory Accounting I	3	AC6611	Introductory Accounting II**	3
	Keyboarding I, II*	3		Keyboarding II OR	
	Liberal Arts Elective	3		Word Processing I	3
SH6601	Speedwriting I	3	PS1101	Introduction to Psychology	3
		15	SL6682	Business Communication	3
					15
THIRD SEMESTER		CREDITS	FOURTH SEMESTER		CREDITS
PE2012	First Aid and Safety	3		Speech or Literature	3
	Word Processing I OR			Liberal Arts Elective	3
	Word Processing II	3	MR6606	Medical Terminology II	3
MR6605	Medical Terminology I	3	SK6655	Medical Machine Transcription	
	Secretarial Science Elective***	3		for Word Processing	3
	Natural Science Elective	3/4	SL6680	Medical Office Administration	3
		15/16			

* Choose appropriate course after consultation with departmental advisor.

** Prerequisite: A grade of C or better in AC6610 Introductory Accounting I.

*** Secretarial Science Electives are listed with the Executive Secretarial curriculum.

General Business Certificate: Hearing Impaired Students

The one-year certificate program in General Business for Hearing Impaired Students is designed as a short intensive career program specifically for the hearing-impaired. The program provides the skills necessary for immediate entry level job placement. There is intensive concentration in entry level skills of keyboarding, typewriting, word processing, and office procedures. Several credits may be transferred to the associate degree programs in Word Processing Technology and Management or Office Management. 21 credit hours are required for the certificate.

FIRST SEMESTER		CREDITS	SECOND SEMESTER		CREDIT
	Keyboarding I OR		SL6673	Word Processing I	3
	Keyboarding II	3	SL6660	General Office Procedures	3
EN4400	Basic Writing	3	CT6630	Introduction to Personal Computers	3
	Business English Vocabulary Lab	0	CO4401	Cooperative Education I	3
AC6600	Workshop in Basic Business & Bookkeeping	3			12
		9			

General Studies

The associate in arts degree in General Studies is designed to provide a flexible curriculum which combines a core of transfer courses (the program meets the requirements of the Commonwealth Transfer Compact) with an opportunity to explore occupational courses in such career areas as engineering, computer science, management and health professions. It is a practical program for students undecided about career objectives. 35/36 credit hours of work in core requirements plus 3 credits in Liberal Arts electives plus 24 free electives – a total of 62/63 credits are required for graduation. The following sequence of courses allows this program to be completed in two years by full time students. Many of our students design three- to five-year plans or accelerate their progress by attending summer and/or evening classes. For more information, see an advisor.

CORE REQUIREMENTS*: 35/36 Credits

	CREDITS
Composition I and II	6
Behavioral Sciences	3
Foreign Languages/Philosophy/Religion/Creative Arts	3
History/Government**	3
Humanities	3
Literature	3
Mathematics***	3/4
Social Science	3
Natural Science	8

* Corresponds with Commonwealth Transfer Compact requirements.

** It should be noted that two four-year colleges, Salem State and University of Massachusetts at Boston, require Western Civilization I and II for graduation in most programs. Political Science carries government credit.

*** Any math course except the following: MA0020 Basic Mathematics, MA0030 Basic Algebra and MA5501 Intermediate Algebra.

ELECTIVES: 27 Credits

	CREDITS
Liberal Arts Electives*	3
Free Electives**	24

* Any course which falls within the disciplines of the core requirements.

** May include courses outside the Liberal Arts.

General Studies: Commercial Art Option

The two-year Commercial Art concentration has two basic objectives: to teach students the skills used in design, layout, reproduction, advertising, and other graphic arts professions; and secondly, to prepare students for professional schools and advanced work in graphic design, advertising, or desktop publishing. Part-time students, of course, will take more than two years to complete this program. This program offers practical training in the skills needed for entry-level jobs in the commercial design field, an exposure to career possibilities in graphic communication and a chance to develop a number of transferable skills. Courses in this program will also be available as electives to business and technology students—on a space available basis. An understanding of graphic design and commercial illustration will enrich almost any field of study, provide personal enrichment for our students, and enhance cultural growth in the arts. 64 credit hours of work are required for graduation.

FIRST SEMESTER		CREDITS	SECOND SEMESTER		CREDITS
EN4401	English Composition I	3	EN4402	English Composition II	3
FA7030	Drawing I	3	FA7031	Drawing II OR	
FA7080	Color & Design	3	FA7045	Figure Drawing	3
FA7096	Graphic Design I	3	FA7121	Macintosh Design	3
HI9901	Western Civilization I	3	FA7097	Graphic Design II	3
		15	HI9902	Western Civilization II	3
					15
THIRD SEMESTER		CREDITS	FOURTH SEMESTER		CREDITS
	Natural Science**	4		Natural Science**	4
FA7122	Publication Design	3		Literature	3
PS1101	Introduction to Psychology OR	3		Math***	3
SO3324	Cultural Anthropology		MK6679	Advertising OR	3
FA9001	Illustration I	3	MG6686	Small Business Management	
	Art Elective*	3		Art Elective*	3
FA7110	Portfolio†	1	FA7110	Portfolio†	1
		17			17

* Animation, Photography I-II, Illustration II, Graphic Design Internship (Co-Op).

** Introduction to Biology I-II, Anatomy & Physiology I-II.

*** See math requirements for General Studies Program or Liberal Arts program. For some students, HU4401 Art, Math and Nature may be used for math requirement.

† May be taken during either the third or fourth semester..

General Studies: Illustration Option

The Illustration Option is a two-year program for art students who have an interest in visual communication and are interested in pursuing a career in pictorial communication. Required coursework includes business studies, opportunities to take print-oriented projects from concept to final form, and the development of a portfolio that reflects a student's individual style, professionalism, and sensitivity to specific media considerations and markets. It is designed to teach students the entry-level skills used in commercial studio; and to prepare students for advanced work in four-year colleges, business, design, and advertising. Advanced students may also want to pursue freelance opportunities. 63 credit hours are required for graduation.

FIRST SEMESTER	CREDITS	SECOND SEMESTER	CREDITS
EN4401 English Composition I	3	EN4402 English Composition II	3
FA7030 Drawing I	3	FA7031 Drawing II	3
HI9901 Western Civilization I	3	HI9902 Western Civilization II	3
FA0828 Color & Design	3	FA121 Macintosh Design	3
FA9001 Illustration I	1	FA9002 Illustration II	3
	<u>15</u>		<u>15</u>
THIRD SEMESTER	CREDITS	FOURTH SEMESTER	CREDITS
Natural Science*	4	Natural Science*	4
MK6679 Advertising	3	Literature Elective	3
PS1101 Introduction to Psychology OR	3	Math Elective** OR	
SO3324 Cultural Anthropology		HU4401 Art, Math & Nature	3
FA7110 Portfolio†	1	FA7045 Figure Drawing	3
FA7096 Graphic Design I	3	FA7110 Portfolio†	1
Art Elective***	3	Art Elective***	3
	<u>16/17</u>		<u>16/17</u>

* Recommended Electives: Introduction to Biology I & II or Anatomy & Physiology I & II.

** Recommended Electives: Any math course acceptable in General Studies or Liberal Arts program. For some students, HU4401 Art, Math and Nature may be used for math requirement.

*** Recommended Electives: Publication Design, Animation, Introduction to Photography, Painting I, Graphic Design II, Graphic Design Internship (Co-Op).

† Can be taken during either the third or fourth semester.

General Studies: Machining and Tooling Option

This degree program (currently offered in the Division of Continuing Education and Community Services only) is designed to equip students with immediate marketable skills in machining and tooling technology for employment in areas like production, product/process control, programming, CNC operations, computer aided design, and inspection. The program is comprised of 26/27 credit hours in specialized machining and tooling courses and 38/39 credit hours in core General Studies requirements and Liberal Arts elective, totaling 64/66 credits for graduation.

Core Requirements and Liberal Arts Elective:

As listed above under General Studies.

REQUIRED COURSES	CREDITS
TE1000 Blueprint Reading	3
MA5616 Shop Geometry and Trigonometry	3
TE1010 Machining and Tooling Technology I	3
TE1011 Machining and Tooling Technology II	3
TE1013 Machining and Tooling Technology III	3
TE1020 Principles of Computer Numerical Control I*	3
TE1019 Principles of Computer Numerical Control II**	3
TE1015 Geometric Tolerancing & Advanced Blueprint Reading Elective***	3
	<u>2/3</u>
	<u>26/27</u>

* Formerly titled Numerical Control.

** Formerly titled Computer Numerical Control.

*** Choose one of the following: TE1025 Measurements and Production Quality, TE1012 Manufacturing Processes, CT6670 Introduction to CAD/CAM, ET6601 Engineering Design Graphics. Other electives may be allowed with the prior approval of the Chairperson, Math, Science & Technology Division.

Hotel & Restaurant Management Certificate

The certificate program in Hotel and Restaurant Management is comprised of seven courses in the specialized area of Hotel and Restaurant Management. The program is targeted for those who are seeking employment upgrade in their field. Credits earned in the certificate program may be applied toward an associate degree in Business Management with a concentration in Hotel and Restaurant Management. 20/21 credit hours of work are required for the certificate.

MODULE I	CREDITS	MODULE II	CREDITS
HR6610 Introduction to Hospitality Management	3	HR6620 Hotel and Motel Management	3
AC6610 Introductory Accounting I	3	HR6635 Front Office Procedures	3
	6		6
MODULE III	CREDITS	MODULE IV	CREDITS
HR6630 Food and Beverage Management	3	CO4401 Cooperative Education I OR	3
HR6640 Hotel and Restaurant Law	3	HR6645 Hospitality Seminar	2
	6		2
			2/3

Information Management Certificate

The one-year certificate program in Information Management is designed as a short, intensive career program for immediate job placement. There is intensive concentration in the technical areas of data processing, word processing and office management. All credits may be transferred to the associate degree programs in Office Management or Word Processing Technology & Management. 24 to 26 credit hours of work are required for the certificate.

FIRST SEMESTER	CREDITS	SECOND SEMESTER	CREDITS
Keyboarding I OR		SL6665 Essentials of Office Management	3
Keyboarding II OR	3	SL6674 Word Processing II	3
Secretarial Science Elective*	3	SL6682 Business Communications	3
MG6690 Introduction to Management Information Systems OR		Liberal Arts Elective	3/4
CT6626 Introduction to Information Processing/BASIC	3/4		12/13
SL6673 Word Processing I	3		
SH6601 Speedwriting I	3		
	12/13		

* Choose appropriate course after consultation with departmental advisor.

Interpreter Training [†]

The associate in science degree program in Interpreter Training is designed to provide students with a broad educational experience based on a balance and diversity of general education, sign language and interpreting courses. Students are provided the opportunity to develop an understanding of the profession of interpreting for deaf and hearing individuals and the knowledge, attitude and skills necessary to function as professional interpreters in a variety of settings. The program also provides for career exploration within the field of deafness and the basic academic preparation for possible transfer to bachelor degree programs. 69 credit hours of work are required for graduation. The following sequence of courses allows this program to be completed in two years by full time students. Many of our students design three- to five-year plans or accelerate their progress by attending summer and/or evening classes. For more information, see an advisor.

FIRST SEMESTER		CREDITS	SECOND SEMESTER		CREDITS
AL1003	American Sign Language I	4	AL2003	American Sign Language II	4
IN1010	Introduction to the Deaf Community	3	IN1030	Introduction to the Interpreting Field	3
EN4401	English Composition I	3	IN1041	Introduction to Practicum	2
BI5515	Introductory Biology I*	4		Behavioral Science Requirement**	3
PH1101	Introduction to Philosophy	3	EN4402	English Composition II	3
		17	BI5525	Introductory Biology II*	4
					19

THIRD SEMESTER		CREDITS	FOURTH SEMESTER		CREDITS
AL3003	American Sign Language III	4	IN2033	Advanced Interpreting	4
IN2029	Interpreting	4	IN2041	Practicum II	3
IN2039	Practicum I	3	PS1355	Deafness: Individual & Society	3
EN5500	Introduction to Language	3	GV3312	Introduction to Political Science	3
EN8011	Speech	3	MA5520	Liberal Arts Math I***	3
		17			16

* Or can be two sequential four-credit science courses (i.e., Anatomy & Physiology I and Anatomy & Physiology II).

** Cultural Anthropology, Introduction to Psychology, or Introduction to Sociology.

*** Or College Algebra or higher.

† Personal interview with program coordinator is required prior to admission.

Interpreter Training Certificate

The certificate program in Interpreter Training is designed to provide the students with an opportunity to develop an understanding of the profession of interpreting for deaf and hearing individuals and the knowledge, attitude and skills necessary to function as professional interpreters in a variety of settings. The program also provides for career exploration within the field of deafness. Credits earned in the certificate program may be applied toward associate degree requirements in Interpreter Training. 37 credit hours of work are required for the certificate. **Program Prerequisite:** The certificate is available only to people who have 32 or more earned college/university liberal arts/general education credit hours. The following sequence of courses allows this program to be completed in two years by full time students. Many of our students design three- to five-year plans or accelerate their progress by attending summer and/or evening classes. For more information, see an advisor.

FIRST SEMESTER		CREDITS	SECOND SEMESTER		CREDITS
AL1003	American Sign Language I	4	AL2003	American Sign Language II	4
IN1010	Introduction to the Deaf Community	3	IN1030	Intro. to the Interpreting Field	3
		7	IN1041	Introduction to Practicum	2
					9

THIRD SEMESTER		CREDITS	FOURTH SEMESTER		CREDITS
AL3003	American Sign Language III	4	IN2033	Advanced Interpreting	4
IN2029	Interpreting	4	IN2041	Practicum II	3
IN2039	Practicum I	3	PS1355	Deafness: Individual & Society	3
		11			10

Liberal Arts

The Liberal Arts Program is designed to foster the development of the well-rounded individual. It encourages students to acquire knowledge, skills and abilities to make sound judgments, to reach reasoned conclusions and to express themselves confidently and effectively. This program is designed for those who seek immediate transfer to a four-year educational institution and for those wishing to enter the job market.

This program may be completed in two years by full-time students. However, many students elect to finish their degree requirements over a longer span of time. A mix of day, evening, summer and weekend classes is also an option available to liberal arts students.

The associate in arts degree in Liberal Arts requires students to complete: 44 credit hours of work in core courses and 18 credit hours of work in elective courses for a total of 62 credits.

CORE REQUIREMENTS: 44 credits

	CREDITS
Composition I and II	6
Behavioral Sciences*	6
Foreign Languages/Philosophy/Religion/Creative Arts**	6
History/Government***	6
Literature'	6
Mathematics**	6
Natural Science**	8

* All courses offered in Anthropology, Psychology and Sociology; i.e., with PS and SO prefixes..

** Art, Dance, Music, Photography, Theatre.

*** All courses with GV and HI prefixes. It should be noted that two 4-year colleges, Salem State and University of Massachusetts at Boston, require Western Civilization I and II for graduation in most programs. Political Science carries government credit.

' Any course offered by the Department of English which includes the word "literature" anywhere in the course title.

** Any college-level math course except the following: MA0020 Basic Mathematics, MA0030 Basic Algebra and MA5501 Intermediate Algebra.

** Two science courses with laboratory requirements.

ELECTIVES: 18 Credits (or more)

Electives include any course offered by the Departments of English; Foreign Languages; Philosophy & Religion; Creative Arts; History & Government (including GE prefix, Geography); Behavioral Sciences; Mathematics and Natural Sciences. Students may also take up to 3 credits in the Department of Sport and Leisure Studies and/or up to 6 credits in college level courses offered by any other department in the college. (Additional electives in other areas must be approved in advance by the Dean of Academic Affairs and the Liberal Arts chairpersons.)

Planning Your Liberal Arts Program: In order to help students focus their Liberal Arts studies more effectively and choose courses which meet their individual needs and interests, Northern Essex has developed a number of suggested approaches to the scheduling of courses in the Liberal Arts program. These include Degree Options, two Degree Concentrations and the Part-Time Studies Program. Students can design their own program of study with help from faculty advisors, with particular attention to specific courses they will need for transfer.

Liberal Arts Degree Concentrations

Students matriculated in the Liberal Arts program may take up to 16 credits offered by any other department if they are identified as being enrolled in an approved Liberal Arts Degree concentration. Note: Unless otherwise noted, the core requirements of the Liberal Arts Degree must be met. The following Degree Concentrations are currently available.

Liberal Arts: Computer Science Degree Concentration

The Liberal Arts degree concentration in Computer Science is offered by the Department of Computer & Information Science and the Liberal Arts divisions. This degree concentration provides study in liberal arts and computer science and is designed for those students who may wish to transfer to a four-year institution. This program is also designed to meet individual student needs and career goals in the broad fields encompassing computers and information processing. 64-69 credit hours of work are required for graduation.

FIRST SEMESTER	CREDITS	SECOND SEMESTER	CREDITS
Category I or II elective	3/4	CT6620 Computer Programming I	4
EN4401 English Composition I	3	EN4402 English Composition II	3
Math Elective*	4	Math Elective*	3/4
HI9901 Western Civilization I	3	HI9902 Western Civilization II	3
Elective or Keyboarding**	3	Literature Elective	3
	16/17		16/17

THIRD SEMESTER	CREDITS	FOURTH SEMESTER	CREDITS
Category II Elective	3/4	Category II Elective	3/4
Category III Elective	3/4	Behavioral Science Elective	3
Behavioral Science Elective	3	Literature Elective	3
Philosophy/Creative Arts/		Philosophy/Creative Arts/	
Foreign Language Elective	3	Foreign Language Elective	3
Natural Science Elective	4	Natural Science Elective	4
	16/18		16/17

* Math chart for Computer Programs starting at the level of College Algebra & Trigonometry.

** Students must have a keyboarding skill of 25 words per minute with no more than 1 error per minute on unfamiliar material or TW6640 Keyboarding I must be taken in the first semester. Elective may not include any developmental courses such as Basic Math, Basic Algebra, Basic Reading or Basic Writing.

Technical Writing EN4676 is strongly recommended as a Category III elective.

The following five courses must be taken from the Department of Computer & Information Science:

CT6620 Computer Programming I (Pascal)

- 1 Course from Category I or II
- 2 Courses from Category II
- 1 Course from Category III

Category I:

- CT6630 Introduction to Personal Computers
- CT6626 Introduction to Information Processing/BASIC
- CT6682 Computer Applications in Engineering & Technology
- CT6670 Introduction to CAD/CAM
- CT7000 Introduction to Macintosh

Category II (most of these courses require prerequisites):

- CT6622 FORTRAN
- CT6641 Operating Systems
- CT6652 COBOL Programming
- CT6680 Advanced Personal Computer Applications
- CT6643 Personal Computer Applications

Category III

Upper level math course or Technical Writing or any 4 credit Computer Technology course.

Liberal Arts: Physical Education/Recreation Degree Concentration

The Liberal Arts degree concentration in Physical Education and Recreation is offered by the Department of Sport and Leisure Studies and the Liberal Arts divisions. The concentration is designed to meet individual needs and career goals in the broad fields of both recreation and physical education. There is enough built-in flexibility within the concentration to allow students an opportunity to explore the various career alternatives within the whole range of leisure services. Students will also have an opportunity to transfer to Leisure Service programs at the baccalaureate level.

COURSE REQUIREMENTS	CREDITS
PE2001 Introduction to Physical Education	3
PE2016 Foundations of Health & Fitness	2
PE2296 Aerobics in Theory & Practice	2
	7

Skills*: Elect 2 of the following 1 or 2-credit courses: PE1027 Tennis, PE1031 Weight Training, PE1018 Dance, PE1014 Golf, PE1011 Fly Fishing, PE1050 Racquetball, PE1042 Jogging, PE1008 Canoeing.

Electives: Elect 1 of the following 3 credit courses: FA7094 Dance Composition, PE2012 First Aid and Safety, FA7091 Dance in Performance, Cooperative Education.

*Or any other appropriate skills course approved by the Department Chairperson.

Liberal Arts Degree Options:

Specific degree options within Board of Regents approved degree programs will recommend or require a minimum of either six courses or twenty credits as defined within the college catalog and will be included on the college transcript. These options are carefully reviewed for degree applicability and have been approved by the College. Students should meet with their advisors for clarification of degree requirements and application of their transfer credits and/or work experience towards program requirements.

Liberal Arts: Creative Arts Option

The Liberal Arts option in Creative Arts allows students to explore their interest in dance, music, theatre or art. Students may select introductory and specialized courses in each of these areas. Drama, dance and musical productions are presented each year, offering an excellent opportunity for practical experience.

FIRST SEMESTER		CREDITS	SECOND SEMESTER		CREDITS
EN4401	English Composition I	3	EN4402	English Composition II	3
HI9901	Western Civilization I	3	HI9902	Western Civilization II	3
FA7020	Introduction to Creative Arts	3	HU4000	Introduction to Humanities	3
	Art, Dance, Music, Theatre Elective*	3		Art, Dance, Music, Theatre Elective*	3
	Math Requirement** OR			Math Requirement** OR	
	Free Elective***	3		Free Elective***	3
		15			15
THIRD SEMESTER		CREDITS	FOURTH SEMESTER		CREDITS
	Natural Science Elective	4		Natural Science Elective	4
EN8861	Western Literature Before 1600	3	EN8862	Western Literature Since 1600	3
	Behavioral Science Elective	3	SO3324	Cultural Anthropology	3
	Art, Dance, Music, Theatre Elective*	3		Art, Dance, Music, Theatre Elective*	3
	Math Requirement** OR			Math Requirement** OR	
	Free Elective***	3		Free Elective***	3
		16			16

* Students must take at least three credits in each of the following areas:

Dance: Dance Composition; Dance in Performance; Modern Dance, I, II, III and IV; Ballet I, II, III and IV; Jazz I and II.

Theatre: Introduction to Theatre, Acting, Mime, History of Theatre.

Visual Arts: Introduction to Art, Painting, Drawing.

Music: Introduction to Music, History of Jazz, Music Reading.

** Math requirement includes any (MA) math course except MA0020 Basic Mathematics, MA0030 Basic Algebra and MA5501 Intermediate Algebra.

*** **Free Electives:** Includes any course offered by the Departments of English, Foreign Languages, Philosophy, Religion, Creative Arts, History and Government, Behavioral Sciences, Mathematics, Natural Sciences and Business. Students may also take up to 3 credits in the Department of Sport and Leisure Studies and/or up to 6 credits in courses offered by any other department of the college.

Liberal Arts: Cross-Cultural Option

This course sequence is designed as a suggested curriculum for students who wish to include an intercultural perspective in their curriculum at Northern Essex. This option takes into account the requirements for an Associate in Arts Degree in Liberal Arts. 62-64 credits required for graduation.

GROUP I	CREDITS	GROUP II	CREDITS
EN4401 English Composition I	3	EN4402 English Composition II	3
SO3321 Introduction to Sociology with Cross Cultural Perspective	3	SO3324 Cultural Anthropology	3
Foreign Language OR		HI9900 Contemporary World OR	3
HU4000 Introduction to Humanities	3	HU4000 Introduction to Humanities	
GE9511 Introduction to Geography OR		Foreign Language OR	
GE9512 World Regional Geography	3	HU4000 Introduction to Humanities	3
Mathematics Elective****		Mathematics Elective****	
	3/4		3/4
	15/16		15/16
GROUP III	CREDITS	GROUP IV	CREDITS
SO3333 Contemporary Social Problems	3	Natural Science	4
Natural Science	4	Literature Elective***	3
Literature Elective***	3	Free Elective	3
HI9955 Minority Groups in America	3	Philosophy/Religion Elective**	3
GV3312 Introduction to Political Science	3	History Elective*	3
	16		16

* Modern China and Japan; Western Civilization I; Western Civilization II; Soviet Politics and Society; History of Soviet Union; American Government and Politics; American Foreign Policy; and Recent U.S. History.

** Eastern Philosophy and Religion; World Religions; Judaism, Christianity and Islam.

*** Western Literature; British Literature; Women's Lives; Women in Literature and Life.

**** Any math course except the following: MA0020 Basic Mathematics, MA0030 Basic Algebra, and MA5501 Intermediate Algebra.

Liberal Arts: Dance Option

The Northern Essex Dance Program allows you to experience the feeling, enthusiasm, and spirit of dance through class and performance situations. Students will develop ease of movement, coordination and endurance as they learn the technical skills that the program provides. You will also learn the choreographic skills which enable you to express your creative potential and to learn to direct and manipulate movement in a solo or group setting. 63 credits are required for graduation.

FIRST SEMESTER		CREDITS	SECOND SEMESTER		CREDITS
EN4401	English Composition I	3	EN4402	English Composition II	3
HI9901	Western Civilization I	3	HI9902	Western Civilization II	3
	Math Requirement*	3		Math Requirement*	3
FA7094	Dance Composition	3	FA7091	Dance in Performance	3
PE1057	Ballet I	1	PE1063	Jazz I**	1
PE1058	Ballet II	1	PE1064	Jazz II**	1
PE1018	Modern Dance	1	PE1059	Ballet III	1
		15	PE1060	Ballet IV	1
					16

THIRD SEMESTER		CREDITS	FOURTH SEMESTER		CREDITS
EN8861	Western Literature Before 1600	3	EN8862	Western Literature Since 1600	3
SO3324	Cultural Anthropology	3		Behavioral Science Elective	3
	Natural Science***	4		Natural Science***	4
FA7020	Introduction to Creative Arts OR		FA7020	Introduction to Creative Arts OR	
FA7090	Dance Repertory	3	FA7090	Dance Repertory	3
	Liberal Arts Elective	3		Liberal Arts Elective	3
		16			16

Students must take at least 15 credits in dance: Dance Composition; Dance in Performance; Pedagogy; Repertory; Modern Dance I, II, III, IV; Ballet I, II, III, IV; Jazz I, II. Directed Studies courses are available in Dance History and Ballet in Performance.

* Any math (MA) course except the following: MA0020 Basic Mathematics, MA0030 Basic Algebra, and MA5501 Intermediate Algebra.

** Modern Dance II or Directed Studies can be substituted with permission of instructor.

*** Recommended: Anatomy and Physiology I and II.

Still Point: The high point of the Dance Program is the annual spring dance performance, Still Point. This production combines many areas of dance: modern, jazz, ballet, African.

Dance Club: The Dance Club exists for the purpose of providing physical and creative expression and an awareness of the joy of movement. It encourages participation by faculty and alumni as well as students. Dance Club members also participate in Still Point. The Still Point Dancers, the dance company of the college, are part of the Dance Club. They are a touring company and perform in schools and colleges and participate in various community and college activities.

Liberal Arts: History Option

The Liberal Arts option in History offers guidance in course selection to students interested in pursuing a bachelor's degree in History. Although this sequence takes into account prerequisites in the History departments in many New England colleges, it is only a suggested course sequence. Students interested in a history major should consult with an advisor concerning appropriate history electives.

FIRST SEMESTER		CREDITS	SECOND SEMESTER		CREDITS
EN4401	English Composition I	3	EN4402	English Composition II	3
	Math Elective	3		Math Elective	3
	Behavioral Science Elective	3		Behavioral Science Elective	3
	Foreign Language Elective	3		Foreign Language Elective	3
HJ9913	U.S. History I OR		HJ9914	U.S. History II OR	
HJ9901	Western Civilization I	3	HJ9902	Western Civilization II	3
		15			15
THIRD SEMESTER		CREDITS	FOURTH SEMESTER		CREDITS
	Literature Elective	3		Literature Elective	3
	Science Elective	4		Science Elective	4
EC3322	Micro Economics	3	EC3323	Macro Economics	3
GE9511	Introduction to Geography	3		History Electives	6
	History Elective	3			16

History/Government Electives: Select from various history/government electives such as HJ9962 Women's History, HJ9916 Recent U.S. History, HJ9917 The Family in History, HJ9958 History of the Soviet Union, HJ9956 American Foreign Policy, GV3313 The Federal Government or GV3314 State and Local Government and GV3320 Women and the Law.

Liberal Arts: International Relations Option

This course sequence is designed as a suggested curriculum for students who wish to include an international perspective in their curriculum at Northern Essex but are unable to study overseas. This option takes into account the requirements for an Associate in Arts Degree in Liberal Arts.

GROUP I		CREDITS	GROUP II		CREDITS
EN4401	English Composition I	3	EN4402	English Composition II	3
SO3321	Introduction to Sociology with Cross Cultural Perspective	3	SO3324	Cultural Anthropology	3
	Foreign Language	3	HJ9900	Contemporary World	3
GE9511	Introduction to Geography	3		Foreign Language	3
	Mathematics Elective*	3/4		Mathematics Elective*	3/4
		15/16			15/16
GROUP III		CREDITS	GROUP IV		CREDITS
EC3322	Micro Economics	3		Natural Science	4
	Natural Science	4		Literature Elective**	3
	Literature Elective**	3		Free Elective	3
GV3312	Introduction to Political Science	3		Philosophy/Religion Elective***	3
	History Elective****	3		History Elective****	3
		16			16

* Any math course except the following: MA0020 Basic Mathematics, MA0030 Basic Algebra, MA5501 Intermediate Algebra.

** Western Literature; British Literature; Women's Lives; Women in Literature and Life.

*** Eastern Philosophy and Religion; World Religions; Judaism, Christianity and Islam.

**** Western Civilization I; Western Civilization II; American Foreign Policy; History of Latin America; History of Soviet Union; Soviet Politics and Society; Modern China and Japan, Modern Middle East.

Liberal Arts: Journalism/Broadcasting Option

As a student in the Journalism/Broadcasting Option at Northern Essex, you will learn what it's like to work in the communications field, a choice which can ultimately lead to career opportunities in newspapers, magazine, publishing, television or radio. At Northern Essex, we provide you with the basic courses and practical experience which will prepare you for a career in print or broadcast journalism. A full two-year sequence of courses in print journalism guarantees students the most comprehensive introduction to print journalism available at any two-year college in Massachusetts. Students may also concentrate in the broadcasting field by working for our campus radio station and television studio. 62 credits are required for graduation.

FIRST SEMESTER		CREDITS	SECOND SEMESTER		CREDITS
EN4401	English Composition I	3	EN4402	English Composition II	3
EN0101	Journalism I	3	EN0102	Journalism II	3
PS1101	Introduction to Psychology	3	EN3333	Broadcast Reporting	3
	History/Government Elective	3		History/Government Elective	3
	Fine Arts Elective*	3		Fine Arts Elective*	3
		15			15
THIRD SEMESTER		CREDITS	FOURTH SEMESTER		CREDITS
	Literature Elective	3		Literature Elective	3
	Natural Science	4		Natural Science	4
	Math Elective**	3		Math Elective**	3
EN3334	Television Production I	3		Elective***	3
EN0110	Copy Editing OR Elective	3	SO3321	Introduction to Sociology OR	
		16	SO3324	Cultural Anthropology	3
					16

* Macintosh Design, Introductory Photography and Publication and Design are recommended for Fine Arts Electives.

** Any math course except the following: MA0020 Basic Mathematics, MA0030 Basic Algebra, MA5501 Intermediate Algebra..

*** Students may elect to take EN0103 Journalism Practicum available for second-year Journalism concentration students.

Liberal Arts: Music Option

The Liberal Arts option in Music offers guidance in course selection to students interested in preparing for careers in music, either those seeking professional work or those seeking transfer to four-year colleges. Students are prepared to transfer to college curriculums and/or pursue professional work in the jazz, pop and classical areas of music. Students enrolled in the music concentration should plan on taking at least 15 credits but no more than 24 credits in music courses. 62 credits are required for graduation.

FIRST SEMESTER		CREDITS	SECOND SEMESTER		CREDITS
MU7061	Music Reading & Theory I	3	MU7062	Music Reading & Theory II	3
MU7091	Introduction to Music	3		Music Elective	3
EN4401	English Composition I	3	EN4402	English Composition II	3
MA5520	Liberal Arts Math I	3	MA5525	Liberal Arts Math II	3
PS1101	Introduction to Psychology	3		Behavioral Science Elective	3
		15			15

THIRD SEMESTER		CREDITS	FOURTH SEMESTER		CREDITS
MU7131	Music Technology: Sound	3	MU7132	Music Technology: Composition	3
	Music Elective*	3		Music Elective*	3
HI9901	Western Civilization I	3	HI9902	Western Civilization II	3
	Literature Elective	3		Literature Elective	3
	Natural Science	3		Natural Sciences	4
		4			16

* Recommended Music Electives: Chorus I & II, Performance Ensemble I & II, Piano, Harmony, or Directed Studies: Music.

Liberal Arts: Political Science Option

The Liberal Arts option in Political Science offers guidance in course selection to students interested in pursuing a bachelor's degree in Political Science, Government, or Public Administration. Although this sequence takes into account prerequisites in these departments in many New England colleges, it is only a suggested course sequence. Students interested in further study in these areas should consult with an advisor concerning appropriate electives.

FIRST SEMESTER		CREDITS	SECOND SEMESTER		CREDITS
EN4401	English Composition I	3	EN4402	English Composition II	3
	Math Elective	3	MA5673	Quantitative Methods	3
	Behavioral Science Elective	3		Behavioral Science Elective	3
GV3312	Introduction to Political Science	3	GV3313	Federal Government	3
	Foreign Language Elective	3		Foreign Language Elective	3
		15			15

THIRD SEMESTER		CREDITS	FOURTH SEMESTER		CREDITS
	Literature Elective	3		Literature Elective	3
	Science Elective	4		Science Elective	4
EC3322	Micro Economics	3	EC3323	Macro Economics	3
GE9511	Introduction to Geography	3		Government/History Electives	6
	Government/History Elective	3			16

Government/History Electives: U.S. History I and II strongly recommended and other government courses such as Introduction to Law, Constitutional Law, Civil Rights, Minority Groups in America, and Recent U.S. History.

Liberal Arts: Science Option

The four Liberal Arts options in Science are designed as a suggested curricula for students who decide early they would like to earn a bachelor's degree in science. Although these sequences have taken into account prerequisites in science departments at New England universities, they are only suggested course sequences. Students are advised to consult with the Admissions Office/Science Department at the school to which they plan to transfer for their preferred sequence of course electives. The math, chemistry and physics course you take will depend on your high school science background. For some students, it is better to start with a more basic course such as Introductory Chemistry before General Chemistry, College Algebra and Trigonometry before Calculus I, etc. Such introductory courses may not transfer towards a science degree at many colleges/universities. With the advice of a faculty advisor, and even with a decision in the student's second year to become a science major, other course sequences (with some concentration in the sciences) may serve the same purpose for the Liberal Arts transfer students. Students interested in science should contact the Chairperson of the Department of Natural Sciences for additional information.

Liberal Arts: Biology Science Option

FIRST SEMESTER		CREDITS	SECOND SEMESTER		CREDITS
EN4401	English Composition I	3	EN4402	English Composition II	3
MA5675	Calculus I for Business/Social/ Life Sciences OR		MA5676	Calculus II for Business/Social/ Life Sciences OR	
MA5690	Calculus I	3/4	MA5692	Calculus II	3/4
BI5515	Introductory Biology I	4	BI5525	Introductory Biology II OR	
CH5501	General Chemistry I	4		Biology Elective*	4
	Behavioral Science Elective	3	CH5502	General Chemistry II	4
		17/18		History/Government Elective	3
					17/18
THIRD SEMESTER		CREDITS	FOURTH SEMESTER		CREDITS
BI5553	Physics Elective**	4	Physics Elective**		4
	Microbiology	4	Biology Elective* OR		
	Literature Elective	3	Computer Science Elective***		3/4
	Language Elective	3	Literature Elective		3
	Behavioral Science Elective	3	Language Elective		3
		17	History/Government Elective		3
					16/17

* BI6605 General Zoology; BI6600 General Botany; SC0000 Research Topics in Science.

** PI5621-22 Applied Physics I & II; PI5623-24 Engineering Physics I & II.

*** CT6630 Introduction to Personal Computers.

Liberal Arts: Chemistry Science Option

FIRST SEMESTER		CREDITS	SECOND SEMESTER		CREDITS
EN4401	English Composition I	3	EN4402	English Composition II	3
MA5690	Calculus I	4	MA5692	Calculus II	4
CH5501	General Chemistry I	4	CH5502	General Chemistry II	4
	Science Elective	4	PI5623	Engineering Physics I	4
	Behavioral Science Elective	3		History/Government Elective	3
		18			18
THIRD SEMESTER		CREDITS	FOURTH SEMESTER		CREDITS
MA5693	Calculus III	4	MA5685	Differential Equations	4
PI5624	Engineering Physics II	4		Science Elective	4
	Literature Elective	3		Literature Elective	3
	Behavioral Science Elective	3		History/Government Elective	3
	Language Elective	3		Language Elective	3
		17			17

Liberal Arts: Earth Science Option

FIRST SEMESTER		CREDITS	SECOND SEMESTER		CREDITS
EN4401	English Composition I	3	EN4402	English Composition II	3
MA5690	Calculus I	4	MA5692	Calculus II	4
CH5501	General Chemistry I	4	CH5502	General Chemistry II	4
	Science Elective	4	PI5623	Engineering Physics I	4
	Behavioral Science Elective	3		History/Government Elective	3
		18			18
THIRD SEMESTER		CREDITS	FOURTH SEMESTER		CREDITS
ES5502	Physical Geology	4	ES5501	Meteorology	4
MA5693	Calculus III	4		Literature Elective	3
PI5624	Engineering Physics II	4		Behavioral Science Elective	3
	Literature Elective	3		History/Government Elective	3
	Language/Philosophy/Religion/ Creative Arts Elective	3		Language/Philosophy/Religion/ Creative Arts Elective	3
		18			16

Liberal Arts: Physics Science Option

FIRST SEMESTER		CREDITS	SECOND SEMESTER		CREDITS
EN4401	English Composition I	3	EN4402	English Composition II	3
MA5690	Calculus I	4	MA5692	Calculus II	4
CH5501	General Chemistry I	4	CH5502	General Chemistry II	4
	Science Elective	4	PI5623	Engineering Physics I	4
	Behavioral Science Elective	3		History/Government Elective	3
		18			18
THIRD SEMESTER		CREDITS	FOURTH SEMESTER		CREDITS
MA5693	Calculus III	4	MA5685	Differential Equations	4
PI5624	Engineering Physics II	4	PI5624	Engineering Physics III	4
	Literature Elective	3		Literature Elective	3
	Behavioral Science Elective	3		History/Government Elective	3
	Language Elective	3		Language Elective	3
		17			17

Liberal Arts: Social Services Option

Within the context of an Associate in Arts degree, the Social Services option is designed for students who wish to begin preparation for a position in public and private social work agencies and/or intend to transfer into a four-year degree program in social work. The sixty-two credits of course work outlined below provide a solid introduction to liberal arts courses and to the purposes, techniques and problems associated with the field of social work.

FIRST SEMESTER

		CREDITS		CREDITS
EN4401	English Composition I	3	EN4402	English Composition II
PS1101	Introduction to Psychology	3	SO3335	Introduction to Social Services
MA5520	Liberal Arts Math I*	3	MA5525	Liberal Arts Math II*
SO3321	Introduction to Sociology Philosophy, Fine Arts OR Foreign Language**	3	SO3324	Cultural Anthropology Philosophy, Fine Arts OR Foreign Language**
		3		
		15		

* Another math course can be substituted for Liberal Arts Math, but please note in the general information section on the Liberal Arts program which math courses do not meet the core requirement.

** Spanish is strongly recommended.

THIRD SEMESTER

		CREDITS		CREDITS
GV3310	American Government and Politics*	3	Literature Elective***	3
GV3300	Introduction to Law	3	Behavioral Science Electives****	9
	Natural Science Elective**	4	Natural Science Elective**	4
PS1354	Human Relations	3		
	Literature Elective***	3		
		16		

* May substitute State and Local Government or Federal Government for this course.

** Introduction to Biology I and II are strongly recommended.

*** Any course offered by the English Department which includes the word "literature" anywhere in the course title. Two semesters of a literature sequence is highly recommended.

**** Any courses offered in psychology, sociology, social work or anthropology which must have a PS or SO prefix before the name of the course. An example of this is PS1203 Developmental Psychology or SO3353 Introduction to Criminology.

For further information, contact the Chairperson of the Department of Behavioral Sciences.

Liberal Arts: Teacher Preparation Option

The Liberal Arts option in Teacher Preparation is a transfer program designed to provide a strong foundation in the arts and sciences through a required distribution of liberal arts courses; an opportunity to begin course work in a major; and an introduction to the teaching profession (pre-professional preparation in education). The program objectives are threefold: (1) to help students cultivate knowledge, skills and attitudes essential for a contemporary-global society; (2) to prepare for successful transfer to four-year institutions; and (3) to begin preparing those interested in teaching as a career field.

1. Program Requirements	
a. Completion of a non-Western civilization course;	
b. demonstrated computer competency at the CT6630 Introduction to Personal Computers course level;	
c. attendance at a number of scheduled program activities, including orientation, club activities, transfer meetings, as well as special programs and events;	
d. completion of 62 credits of course work.	
2. Credit Requirements (See Notes Below):	62 (See notes below.)
a. Liberal Arts Core	44
English Composition I and II	6
Literature	6
Foreign Language*/Philosophy/	
Religion/Creative Arts	6
Mathematics	6
Sciences	8
Behavioral Sciences	6
History and Government	6
b. Teacher Preparation Option Credits	18
Seminar on Teaching I	3
Seminar on Teaching II	3
Liberal Arts Electives**	9
Free Elective	3
TOTAL CREDITS	62

Notes: Advising is the central component throughout this program. Students will only be allowed to register for Teacher Preparation Option credits if the appropriate advisor's signature is obtained.

* Highly recommended for students who do not have a competency in a second language.

** In selecting the elective courses, students will be guided by their anticipated choice of discipline major, the level of teacher certification to be sought and the aforementioned program requirements.

For all of the above courses, students must confer/consult: Department of Education certification requirements, Commonwealth of Massachusetts Transfer Compact, specific transfer institutions and the NECC teacher preparation requirements.

Graduation Recommendation: Since a number of transfer institutions require a QPA greater than 2.50, we recommend that our students strive for an overall minimum QPA of 2.75.

Liberal Arts: Theatre Option

The Liberal Arts option in Theatre offers several introductory courses for academic credit over a two-year period. Students need not be planning a career in theatre to benefit. Theatre study and experience is appropriate for those seriously interested professionally as well as students seeking elective credits. Because of the size of the classes and the various curricular and extracurricular theatre activities, the student has an excellent opportunity for on-stage or backstage experience. This can contribute to greater and more rapid personal growth. 62 credits are required for graduation.

FIRST SEMESTER		CREDITS	SECOND SEMESTER		CREDITS
EN4401	English Composition I	3	EN4402	English Composition II	3
HI9901	Western Civilization I	3	HI9902	Western Civilization II	3
TH7765	Introduction to Theatre OR Theatre Elective*	3	HU4000	Introduction to Humanities	3
TH7769	Acting	3	TH7768	Scene Study OR Theatre Elective*	3
EN8011	Speech OR Free Elective	3	EN8011	Speech OR Free Elective	3
		3			15

THIRD SEMESTER		CREDITS	FOURTH SEMESTER		CREDITS
Natural Science		4	Natural Science		4
Literature Elective		3	Literature Elective		3
Behavioral Science Elective		3	Behavioral Science Elective		3
Theatre Elective*		3	Theatre Elective*		3
Math Requirement**		3	Math Requirement**		16

* Theatre courses are offered on an alternating basis over a period of time. Theatre courses are: TH7775 Fundamentals of Play Production: Directing, TH7795 History of Theatre, TH7799 Rehearsal and Performance, TH9999 Stagecraft.

** Any Math (MA) course except the following: MA0020 Basic Mathematics, MA0030 Basic Algebra, MA5501 Intermediate Algebra.

Liberal Arts: Women's Studies Option

The Women's Studies Option of the Liberal Arts Program offers an opportunity to understand many familiar subjects from the perspective of women. The Women's Studies Option prepares you with all the traditional skills of a liberal arts education: practice in critical reading and thinking, practice in clear, well-organized writing, and background in a number of academic disciplines. Women's Studies students may transfer to four-year liberal arts degree programs in any liberal arts major. Many four-year colleges also offer degrees in Women's Studies. Students who enter the work world after their Associates degree will find themselves well prepared to transfer their skills in writing, research and thinking to a variety of jobs.

Part-time Option: Students who prefer to take fewer courses in a semester may study on a part-time basis and complete the program in a longer period of time.

Curriculum: The Women's Studies Option of the Liberal Arts degree program includes the following seven courses, distributed among three departments in two Divisions (Humanities and Social Sciences). Complete descriptions of these courses are in the College Catalog.

- EN8882 Literature: Women's Lives: Recorded and Imagined
- EN8883 Women in Literature & Life
- EN8884 Literature: 20th Century Women in Film
- GV3320 Women and the Law
- HI9917 The Family in History
- HI9962 Women's History: Giving the Majority Its Past
- SO3359 Women and Society.

Not all of these courses will be offered every semester. Some may be offered in alternate years. Other new or experimental courses, appropriate to the option but not appearing in the catalog, may be offered. Students should consult their advisors about these Special Topics offerings each semester.

Each of the Women's Studies courses fulfills a requirement within the Liberal Arts degree.

LA Requirement in History/Government (6 credits): choose among GV3320 Women and the Law, HI9917 The Family in History, HI9962 Women's History: Giving the Majority Its Past.

LA Requirement in Literature (6 credits): choose among EN8882 Literature: Women's Lives—Recorded and Imagined, EN8883 Women in Literature & Life, EN8884 Literature: 20th Century Women in Film.

LA Requirement in Behavior Science (6 credits): partially fulfilled by SO3359 Women and Society.

Any of these courses may also be used to complete the 16 credits of liberal arts electives in the Liberal Arts Degree program.

Completion of any six of these courses, or any five and one approved Special Topics course, will constitute the Women's Studies Option.

Machining and Tooling Technology Certificate

The certificate program in Machining and Tooling Technology (currently offered in the Division of Continuing Education and Community Services only) is composed of two options: a Certificate of Accomplishment and a NECC Certificate. The ideal candidate for this program has one or more years of experience in the field of machining or has successfully completed a machining program in a vocational high school or equivalent. Some entry-level candidates may be considered if they demonstrate mechanical ability or experience in a related field such as auto mechanics. 15 credits are required for the Certificate of Completion; 29 credits for the NECC Certificate

CERTIFICATE OF ACCOMPLISHMENT:

REQUIRED COURSES	CREDITS
TE1000 Blueprint Reading	3
MA5616 Shop Geometry & Trigonometry	2
TE1010 Machining & Tooling Technology I	3
TE1011 Machining & Tooling Technology II	3
TE1020 Principles of Computer Numerical Control I	3
	<u>15</u>

NECC CERTIFICATE:

Program Prerequisite: Completion of the Certificate of Accomplishment in Machining & Tooling Technology.

REQUIRED COURSES	CREDITS
TE1013 Machining and Tooling Technology III	3
TE1019 Principles of Computer Numerical Control II	3
TE1025 Measurements and Production Quality	3
TE1012 Manufacturing Processes	2
TE1015 Geometric Tolerancing & Advanced Blueprint Reading	3
	<u>29</u>

Materials Management Certificate

The certificate program in Materials Management (currently offered in the Division of Continuing Education & Community Services only) is comprised of five courses in the specialized area of Materials Management. It is designed as a career program to provide professional proficiency for those who are currently working in the fields of Production Control and Inventory Management. Credits earned in the certificate program may be applied toward associate degree requirements in Business Management with a concentration in Materials Management. 15 credit hours of work are required for the certificate. **Program Prerequisite:** Principles of Materials Management, or its equivalent in field experience, is a prerequisite for all the courses in this program.

FIRST SEMESTER	CREDITS	SECOND SEMESTER	CREDITS
MG7730 Just-in-Time Manufacturing	3	MG7705 Master Planning	3
MG7706 Material Requirements Planning	3	MG7720 Production and	
MG7704 Inventory Management	<u>3</u>	Capacity Management	<u>3</u>
	9		

Medical Assistant Certificate

The certificate program in Medical Assistant prepares persons to work in a variety of settings. The medical assistant is a professional, multi-skilled person dedicated to assisting in all aspects of medical practice under the supervision of a physician. The medical assistant assists with patient care management, executes administrative and clinical procedures, and often performs managerial and supervisory functions. Competency in the field also requires that a medical assistant be able to communicate effectively, adhere to ethical and legal standards of medical practice, recognize and respond to emergencies, and demonstrate professional characteristics. The Medical Assistant program requires that all students be C.P.R. certified (Basic Life Support, Form "C") prior to beginning the practicum in the spring semester. This may be accomplished by: participating in C.P.R. instruction offered by the American Heart Association, the American Red Cross or local hospitals. 29 credits hours of work are required for the certificate. Prior to graduation, students must participate in, pass and produce a certifying card from a standard first aid course sanctioned by the American Red Cross. Students must earn a C or better in all MS prefix courses to graduate.

FIRST SEMESTER		CREDITS	SECOND SEMESTER		CREDITS
PS1101	Introduction to Psychology	3	SC5504	Science II	3
SC5503	Integrated Science I	3	MS2001	Fundamentals of Medical Assisting II: Administrative	3
MS1001	Fundamentals of Medical Assisting I: Administrative	3	MS2002	Fundamentals of Medical Assisting II: Clinical	2
MS1002	Fundamentals of Medical Assisting I: Clinical	2	MS2010	Basic Laboratory Procedures for Medical Assisting	2
MR1010	Medical Terminology for Medical Assistants Part A	1	MS2012	Medical Assisting Practicum	4
MR2002	Medical Transcription for Medical Assistants	2	MR1011	Medical Terminology for Medical Assistants Part B	1
		14			

A keyboarding rate of 30 wpm is required for admission. All candidates will be assessed for keyboarding competency prior to final acceptance into the program.

Student Liability Insurance: All medical assistant students are required to carry student liability insurance. The premium is to be paid in the fall of each year.

Health: Medical Assistant students are required to complete a health evaluation prior to acceptance into the program.

A personal interview with the program coordinator is required prior to acceptance into the program.

Medical Record Technology

The associate in science degree program in Medical Record Technology provides students an opportunity to take liberal arts courses and to apply knowledge obtained in technical courses through direct application in a clinical setting located off campus. Students who wish to continue their education in a four-year institution should choose electives which will fulfill the transfer requirements of the institution they choose. Job opportunities in hospitals, extended care facilities, mental health facilities, skilled nursing facilities, ambulatory care settings, community health centers, state and local health departments, regional medical programs and rehabilitation centers are available. The program is accredited by the American Medical Association's Committee on Allied Health Education and Accreditation, in collaboration with the American Medical Record Association. Students who complete requirements for graduation are eligible to take the national accreditation examination of the American Medical Record Association. 67 credit hours of work are required for graduation. For more information, see an advisor.

FIRST SEMESTER		CREDITS	SECOND SEMESTER		CREDITS
EN4401	English Composition I	3	EN4402	English Composition II	3
BI5519	Anatomy & Physiology I	4	BI5520	Anatomy & Physiology II	4
MR6605	Medical Terminology I	3	MR6606	Medical Terminology II	3
MR6601	Medical Record Science I	3	MR6602	Medical Record Science II	3
HS6651	Introduction to Health Services	3	MR6667	Directed Practice I*	4
		16			17
THIRD SEMESTER		CREDITS	FOURTH SEMESTER		CREDITS
MR6651	Medical Record Science III	3	MR6655	Medical Record Science IV	3
CT6630	Introduction to Personal Computers	3	MG6666	Principles of Management	3
MR6629	Medical Record Coding & Classification	3	Elective		3
BI5530	Fundamentals of Disease Process	3	MR6668	Directed Practice II*	4
	Liberal Arts Elective	3	Elective		3
PS1101	Introduction to Psychology OR				
SO3321	Introduction to Sociology	3			18

* Transportation to directed practice sites is the student's responsibility.
Students enrolled in Directed Practice must carry malpractice insurance.

Medical Terminology & Transcribing Certificate

The one-year certificate program in Medical Terminology & Transcribing is designed for persons interested in working in a hospital medical record department, physician's office, clinic, laboratory, neighborhood health center, medical insurance office or other allied health institution. The program is of special interest to persons with some previous office training who wish to enhance job opportunities. It is an excellent choice for someone wishing to specialize in order to work in a medical or paramedical setting. Homemakers interested in returning to the job market would find the flexible hours available in these jobs attractive. All courses in the program may be transferred to the Medical Record Technology associate degree program. 24/25 credit hours of work are required for the certificate.

FIRST SEMESTER		CREDITS	SECOND SEMESTER		CREDITS
	Keyboarding II OR Word Processing I*	3		Liberal Arts Elective	3
MR6605	Medical Terminology I	3	MR6606	Medical Terminology II	3
MR6661	Medical Transcription I	3	MR6662	Medical Transcription II	3
	Elective OR Word Processing I	3/4	SL6674	Word Processing II	3
		12/13			12

* Keyboarding rate of 30 WPM is required for admission; choose initial keyboarding course according to level of ability.

Mental Health Technology

The associate in science degree program in Mental Health Technology instructs students in the theory and skills needed to recognize mental health problems in individuals, in groups and in the community; to understand the structure of mental health facilities, to understand current modalities of treatment in mental health, and to assist with physical rehabilitative therapies. Carefully supervised clinical experiences are part of the program and prepare students for middle-level professional positions in various types of mental health facilities. 61/62 credit hours of work are required for graduation. **Admission Conditions:** Complete college admission requirements, two letters of reference, personal interview, health examination, liability insurance (taken out at time of registration at the college as part of tuition costs) and demonstration of a serious commitment to working in the mental health and human service delivery system to improve the care and services to individuals in need. **The following sequence of courses allows this program to be completed in two years by full time students. Many of our students design three- to five-year plans or accelerate their progress by attending summer and/or evening classes. For more information, see an advisor.**

FIRST SEMESTER		CREDITS	SECOND SEMESTER		CREDITS
EN4401	English Composition I	3	EN4402	English Composition II	3
PS1101	Introduction to Psychology	3		Elective	3
MH2111	Introduction to Mental Health/ Human Services	3		Natural Science Elective	3/4
BI5510	Human Biology	3	MH2155	Modalities of Treatment	3
	Elective	3	MH2134	Mental Health/Human Services Practicum I	3
MH2133	Observation & Recording of Human Services/Mental Health Programs	1			4
		16			16/17
THIRD SEMESTER		CREDITS	FOURTH SEMESTER		CREDITS
PS1751	Abnormal Psychology	3	MH2166	Seminar in Mental Health	3
MH2143	Mental Health/Human Services Practicum II	4	MH2144	Mental Health/Human Services Practicum III	4
MH2147	Group Dynamics	3	FA7012	Introduction to the Creative Experience	3
GV3310	American Government & Politics	3		Sociology Elective	3
		13	MH2156	Behavior Mgt. Principles & Techniques	3
					16

Note: See Commonwealth Transfer Compact requirements in this catalog. All courses with an "MH" prefix are restricted to students enrolled in the Mental Health Technology, Community Residence Manager or Alcohol/Drug Abuse Counseling programs. Other students may take MH prefix courses, depending upon class size, with written permission of the coordinator.

Office Management

The associate in science degree program in Office Management is designed to prepare students for responsible careers in the office and business fields. The work of the office manager provides midmanagement careers in fields such as general and personnel administration, finance, law, insurance, banking, government and other areas of the professional and business world. This program is primarily intended for individuals with substantial experience in some occupation in the field who wish to prepare themselves for promotional opportunities at the supervisory level and for those individuals already possessing high-level business skills in shorthand and typewriting upon matriculation. 60/61 credit hours of work are required for graduation. The following sequence of courses allows this program to be completed in two years by full time students. Many of our students design three- to five-year plans or accelerate their progress by attending summer and/or evening classes. For more information, see an advisor.

FIRST SEMESTER		CREDITS	SECOND SEMESTER		CREDITS
EN4401	English Composition I	3	EN4402	English Composition II	3
AC6610	Introductory Accounting I	3	AC6611	Introductory Accounting II*	3
	Keyboarding I or II OR		PS1101	Introduction to Psychology	3
	Business Elective	3		Keyboarding II OR	
SL6682	Business Communications	3		Word Processing I	3
BU4400	Introduction to Business	3	SH6601	Speedwriting I	3
		15			15

THIRD SEMESTER		CREDITS	FOURTH SEMESTER		CREDITS
SL6661	Office Administration	3	SL6665	Essentials of Office Management	3
	Social Science Elective	3	LW6651	Business Law I	3
SL6673	Word Processing I OR	3		Natural Science Elective	3/4
	Business Elective			Business Elective	3
MG6690	Management Information Systems	3		Liberal Arts Elective	3
	Liberal Arts Elective	3			15/16
		15			

*Prerequisite: A grade of C or better in AC6610 Introductory Accounting I.

Office Skills Certificate

The one-year certificate program in Office Skills is designed as a short, intensive career program to give students the opportunity to acquire office skills necessary when seeking profitable employment. The program includes a basic core of required courses supplemented by a variety of electives designed to satisfy individual needs. All courses in the program may be transferred toward associate degree programs in Executive Secretarial or Office Management. 24/25 credit hours of work are required for the certificate.

FIRST SEMESTER		CREDITS	SECOND SEMESTER		CREDITS
EN4401	English Composition I	3		Keyboarding II OR	
	Keyboarding I OR II*	3		Word Processing I	3
AC6610	Introductory Accounting I	3		Office Skills Electives**	6
SL6661	Office Administration	3		Liberal Arts Elective	3/4
		12			12/13

* Choose appropriate course after consultation with advisor.

** Choose two of the following office skills electives: CO4401 Cooperative Education I (40 hours work experience), SL6665 Essentials of Office Management, SK6653 Machine Transcription, MG6666 Principles of Management, CT6633 Introduction to Data Processing with BASIC (4 credits) AC6611 Introductory Accounting II, BU4400 Introduction to Business.

Paralegal Certificate

The certificate program in Paralegal is intended for students with previous college-level experience. It is principally designed for those seeking careers as legal assistants. Throughout the program, particular attention is paid to the restrictions on the practice of law by laymen. A transfer option is available. Certificate recipients must complete 25 credit hours of work at Northern Essex Community College AS OUTLINED BELOW FOR THE CERTIFICATE. **Program Prerequisite:** Satisfactory completion of 36 college credits in general education and/or law related courses. **Admission Condition:** A personal interview is required prior to admission.

REQUIRED COURSES	CREDITS	ELECTIVES**	CREDITS
GV3300 Introduction to Law	3	LW6663 Corporate Law	3
LW6670 Legal Research and Drafting	4	LW6662 Wills, Estates and Trusts	3
LW6661 Litigation	3	LW6653 Real Estate Law	3
GV3301 Constitutional Law	3	LW6664 Domestic Law	3
	13	LW6665 Taxation	3
			12

* Credit for law-specialty courses (LW prefix) taken more than six years prior to completion of the Certificate Program will not be awarded, less the student's proficiency in the area can be demonstrated.

** Select four courses

Note: Students must obtain a minimum grade of "C" in all law specialty courses (LW prefix) in order to meet the graduation requirements for the Paralegal Certificate. LW courses are offered only during specific semesters. In addition, LW6665 Taxation is currently offered through the Division of Continuing Education & Community Services only. The Taxation course is important for students interested in the fields of Corporations and Wills, Estates and Trusts.

Paralegal Studies

The associate in arts degree program in Paralegal Studies is designed primarily as a Liberal Arts program with a career concentration in the paralegal area. It is further designed to prepare students to seek careers as legal assistants in law offices, related social and public service agencies and various legal settings, and to offer Liberal Arts students exploratory courses in the field of law and related disciplines. Throughout the program, particular attention is paid to the restrictions on the practice of law by laymen. Transfer options are available. 64/65 credit hours of work are required for graduation.

FIRST SEMESTER	CREDITS	SECOND SEMESTER	CREDITS
EN4401 English Composition I	3	EN4402 English Composition II	3
Math Elective OR		Humanities Elective	3
CT6630 Introduction to Personal Computers	3	GV3301 Constitutional Law	3
Behavioral Science Elective	3	Math Elective**	3/4
GV3300 Introduction to Law	3	LW6661 Litigation	3
LW6670 Legal Research and Drafting*	4		
LW6640 Introductory Seminar for Paralegals	1		
	17		15/16

THIRD SEMESTER	CREDITS	FOURTH SEMESTER	CREDITS
GV3315 Civil Rights and Liberties	3	Humanities Elective	3
LW6662 Wills, Estates and Trusts	3	LW6653 Real Estate Law	3
LW6663 Corporate Law	3	LW6664 Domestic Law	3
Humanities Elective	3	Elective***	3
Natural Science Elective	4	Elective***	3
	16	LW6642 Advanced Seminar for Paralegals	1
			16

Massachusetts Transfer Compact: 6 cr. English/Writing; 9 cr. Behavioral and Social Sciences; 9 cr. Humanities/Fine Arts; 8 cr. Science; 3 cr. Math; remaining credits in college-level courses.

* Students must qualify for English Composition I prior to taking Legal Research and Drafting.

** The math requirement may be filled by any math course except the following: MA0020 Basic Mathematics; MA0030 Basic Algebra, MA5501 Intermediate Algebra.

*** LW6665 Taxation, a course offered through the Division of Continuing Education & Community Services, is highly recommended as an elective for students interested in the fields of Corporations and Wills, Estates and Trusts. In addition, students should seriously consider a cooperative education course as an elective.

Note: Students must obtain a minimum grade of "C" in all law-specialty courses (LW prefix) in order to meet the graduation requirements for the Paralegal Program. Credit for law-specialty courses (LW prefix) taken more than six years prior to completion of the Paralegal Studies Program will not be awarded, unless the student's proficiency in the area can be demonstrated.

Program Admissions Procedure: Attendance at Paralegal Information Session, Letters of Reference, and a personal interview with Curriculum Coordinator/designate.

Practical Nursing

The ten-month certificate program in Practical Nursing is designed to provide the student with the theory and skills needed to function as a competent entry-level graduate practical nurse. The curriculum conforms to the guidelines established by the Massachusetts Board of Registration in Nursing and is fully accredited by the National League for Nursing. The Application for Registration as a Practical Nurse With Examination includes the following question - "Court Record: 'Have you ever been convicted by Court of Law? Yes ___ No ___'. If 'yes,' please enclose explanation stating date, charge, disposition'." The program is 40 weeks in length, exclusive of vacations, and divided into three semesters. Third semester courses are offered during the summer months. 41 credit hours of work are required for the certificate. **Program Prerequisites:** High school diploma or equivalent, pre-entrance examination for practical nursing (scores of 50 percentile or above are preferred in all areas). **Admission Condition:** personal interview.

FALL SEMESTER		CREDITS	SPRING SEMESTER		CREDITS
PN0101	Practical Nursing I	10	PN0201	Practical Nursing II	10
SC5503	Integrated Science I	3	SCS504	Integrated Science II	3
PS6551	Adulthood & Aging	3	PS1205	Human Growth & Development	3
		16			16
SUMMER SESSION		CREDITS			
PN0301	Practical Nursing III	8			
PN0310	Vocational Trends in Practical Nursing	1			
		9			

The Curriculum

Sequence of Courses: The Practical Nursing curriculum has been structured in a special sequence. Students are required to follow this sequence of courses throughout the entire three semesters of the Practical Nursing program. Students are also required to complete successfully all courses in each semester before proceeding to the next semester. Any deviation from the planned schedule can be made only with written permission from the Nursing Program Coordinator. It is the responsibility of the student to be knowledgeable regarding when courses are offered and plan accordingly.

Grading: The final grade in Practical Nursing courses is based on theory and on performance in the clinical setting. A failure in either area constitutes failure for the course. Students must maintain a "C" in Practical Nursing courses to proceed to the next semester. Graduation from the Practical Nursing Program is contingent on maintaining at least a grade of "C" in all Practical Nursing courses and a Quality Point Average (QPA) of 2.0.

NLN Exams: Standardized National League for Nursing examinations are required as an integral aspect of the curriculum for graduation.

Travel: Students are responsible for their own transportation to and from clinical agencies. Selected clinical experiences may be offered during the evening hours. Students must be prepared for these alternately scheduled hours. Students may request experience in a specific clinical agency; however, final decision regarding the placement of students rests with the Practical Nursing faculty. **Note:** On occasion, conferences may be scheduled at the school during clinical hours, requiring students to return to the school from the clinical agency.

Student Liability Insurance: All Practical Nursing students are required to carry student liability insurance. The premium is to be paid at registration in the Fall of each year.

Health: Nursing students are required to complete a health evaluation prior to final acceptance to the Practical Nursing program. Students desiring a career in Practical Nursing must be physically and emotionally capable of assuming responsibility for client care in the health care institution they are assigned to for clinical practice.

C.P.R. Certification: The Practical Nursing program requires that all students be C.P.R. Certified (Basic Life Support) prior to clinical experience in a health care institution. Students must make every effort to become certified prior to admission to the Practical Nursing program, but certification must be obtained prior to the start of clinical practice. This may be accomplished by participating in C.P.R. instruction offered by the American Heart Association, the American Red Cross or local hospitals. It is also expected that students maintain certification throughout the educational program in Practical Nursing.

Purchasing Technology and Management Certificate

The certificate program in Purchasing Technology and Management (currently offered in the Division of Continuing Education & Community Services, or available to local companies on or off site through the Day Division) is designed as a short, intensive career program for entry level placement or employment upgrade in the field of purchasing. The curriculum has been developed to provide the student with the skills and knowledge required in a modern procurement department. 18 credit hours are required for the certificate.

FALL SEMESTER	CREDITS	SPRING SEMESTER	CREDITS
MG6654 Purchasing I	3	MG6655 Purchasing II	3
LW6651 Business Law I	3	FI3600 Computerized Business	
	6	Applications	3

SUMMER SESSION	CREDITS
MG6670 Negotiations in Business	3
MG7730 Just-In-Time Manufacturing	3
	6

Radiologic Technology

The associate in science degree program in Radiologic Technology interconnects closely all of the technical studies in the program with clinical experiences – you put your classroom-learned techniques to work at once under supervision. You'll be ready to take the national board examination sponsored by the American Registry of Radiologic Technologists when you graduate. The successful completion of this exam qualifies you to be employed as a registered radiologic technologist. This program is fully accredited by the Joint Review Committee on Education in Radiologic Technology and the Committee on Allied Health and Education of the American Medical Association. In order to progress in the program a grade of "C" or better is required in each Radiologic Technology course. 70 credit hours of work are required for graduation. **Program Prerequisites:** Two science courses (one must be in biology, anatomy & physiology, chemistry or physics); and two math courses (one must be algebra). The following sequence of courses allows this program to be completed in two years by full time students. Many of our students design three- to five-year plans by attending summer and/or evening classes. For more information, see an advisor.

SUMMER SESSION*		CREDITS	SECOND SEMESTER		CREDITS
RT6504	Introduction to Radiologic Technology	3			
		3			
FIRST SEMESTER			SECOND SEMESTER		
EN4401	English Composition I	3	EN4402	English Composition II	3
BI5519	Anatomy & Physiology I	4	BI5520	Anatomy & Physiology II	4
PI6511	Radiologic Science I	3	PI6512	Radiologic Science II	3
RT6519	Radiologic Technology I	4	RT6529	Radiologic Technology II	4
RT6515	Clinical Practicum I	2	RT6525	Clinical Practicum II	2
		16		Mathematics Elective	3
					19
SUMMER SESSION**		CREDITS			
RT6523	Radiologic Internship	2			
		2			
THIRD SEMESTER			FOURTH SEMESTER		
RT6531	Radiologic Technology III	3	RT6539	Special Radiologic Procedures	3
RT6533	Advanced Radiographic Positioning	3	RT6541	Computers in Radiography	3
RT6535	Clinical Practicum III	3	RT6549	Radiobiology	3
BI5530	Fundamentals of Disease Process	3	RT6545	Clinical Practicum IV	3
	Humanities Elective	3		Social Science Elective	3
		15			15

* Four weeks from August 1-30 of the summer prior to the first semester of work in this program, each student must complete RT6504 Introduction to Radiologic Technology as a three-credit orientation course. This will also include a clinical internship at the affiliate hospital.

** Ten consecutive weeks of continued clinical practicum at the affiliate hospital.

Clinical Experience: This program requires successful completion of a clinical experience at one of the college's affiliate hospitals. This clinical experience is spread out over a 22-month period concurrent with the four-semester curriculum.

Student Liability Insurance: All Radiologic Technology students are required to carry student liability insurance. The premium is to be paid prior to the beginning of classes. Students may not participate in the Radiologic Technology program without malpractice insurance coverage.

Health: Radiologic Technology students are required to complete a health evaluation prior to final acceptance to the Radiologic Technology program. The college's Student Health Service will designate when this information is due at the college.

Registered Nursing – Day/Evening/12-Month Options

The associate in science degree program in Registered Nursing is a comprehensive, demanding and rewarding program which requires a strong commitment from students to complete the course of study. 67 credit hours of work (34 nursing credits and 33 general education credits) are required for graduation. Students may complete the program in a 12-month, 2-year, or 2 1/2-year time frame. It is possible for students to fulfill the general education requirements in either the Day Division or the Division of Continuing Education & Community Services. The Registered Nursing program requires that all students be C.P.R. Certified (Basic Life Support) prior to clinical experience in a health care institution. Students must make every effort to become certified prior to admission to the Registered Nursing program, but certification must be obtained prior to the start of clinical practice. This may be accomplished by participating in C.P.R. instruction offered by the American Heart Association, the American Red Cross or local hospitals. It is also expected that students maintain certification throughout their educational program in Registered Nursing. Graduates are prepared to write the State Board Examination for licensure as a Registered Nurse. The Application for Registration as a Professional Nurse With Examination includes the following question – "Court Record: 'Have you ever been convicted by Court of Law? Yes ____ No ____'. If "yes," please enclose explanation stating date, charge, disposition." This program is fully accredited by the National League for Nursing.

Program Prerequisites: 4 years of high school English; 2 years of science (one must be a laboratory course in chemistry); 2 years of mathematics (at least one year of algebra); high school diploma or equivalency certificate.

THE CURRICULUM

Sequence of Courses: Any deviation from the planned schedule can be made only with written permission from the Director of the Registered Nursing Program. It is the responsibility of the student to be knowledgeable regarding when courses are offered and plan accordingly.

Grading: The final grade in a Nursing course is based on theory and performance in the clinical setting. A failure in either area constitutes failure for the course. Students must maintain a "C" in Nursing courses to proceed to the next semester. Graduation from the Registered Nursing program is contingent on maintaining at least a grade of "C" in all Nursing courses and a QPA (Quality Point Average) of 2.0.

Travel: Students are responsible for their own transportation to and from clinical agencies. Clinical experience is scheduled weekly and may include day and evening clinical experiences. Students must be prepared for these alternately scheduled hours. Students may request experience in a specific clinical agency; however, final decision regarding the placement of students rests with the Nursing faculty. **Note:** On occasion, conferences may be scheduled at the college during clinical hours, requiring students to return to the college from the clinical agency.

Student Professional Liability Insurance: All Registered Nursing students are required to hold student professional liability insurance. The premium is to be paid at registration in the Fall of each year.

Health: Registered Nursing students are required to complete a health evaluation as a condition of final acceptance to the Registered Nursing program. Students desiring a career in Registered Nursing must be physically and emotionally capable of assuming responsibility for client care in the health care institutions they are assigned to for clinical practice.

Standardized Achievement Exams: Mosby's Assess Test examinations are required as an integral aspect of the curriculum for graduation.

Advanced Placement: The Registered Nursing Program provides advanced placement opportunity through the college's Credit for Life Learning policy. Opportunity is provided for applicants with previous nursing education and experience to challenge NS6603 Nursing I for 8 credits.

Note: The following sequence of courses allows this program to be completed in two years by full time students. Many of our students design three- to five-year plans or accelerate their progress by attending summer and/or evening classes. For more information, see an advisor.

REGISTERED NURSING CURRICULUM – DAY OPTION

FALL SEMESTER		CREDITS	SPRING SEMESTER		CREDITS
NS6603	Nursing I	8	NS6604	Nursing II	8
BI5519	Anatomy & Physiology I	4	BI5520	Anatomy & Physiology II	4
EN4401	English Composition I	3	EN4402	English Composition II	3
PS1101	Introduction to Psychology	3	PS1203	Developmental Psychology	3
		18			18

Prerequisites: Nursing I must be completed with a grade of "C" or better. BI5519, EN4401 and PS1101 must be taken prior to or concurrent with Nursing I.

Prerequisites: Nursing II must be completed with a grade of "C" or better. Nursing I must be taken prior to Nursing II. BI5520, EN4402 and PS1203 must be taken prior to or concurrent with Nursing II.

FALL SEMESTER		CREDITS	SPRING SEMESTER		CREDITS
NS6653	Nursing III	8	NS6654	Nursing IV	10
SO3321	Introduction to Sociology	3		Social Science Elective**	3
BI5553	Microbiology	4			13
	Humanities Elective*	3			
		18			

Prerequisites: Nursing III must be completed with a grade of "C" or better. Nursing II must be taken prior to Nursing III. SO3321, BI5553 and the Humanities Elective must be taken prior to or concurrent with Nursing III.

Prerequisites: Nursing IV must be completed with a grade of "C" or better. Nursing III must be completed prior to Nursing IV.

* Humanities elective to be chosen from courses offered by the departments of Creative Arts and/or English and/or Foreign Languages, Philosophy & Religion.

** Social science elective to be chosen from courses offered by the departments of Behavioral Sciences and/or History & Government.

REGISTERED NURSING CURRICULUM – 12-MONTH OPTION

The 12-month option of the Registered Nursing program is an intensive accelerated opportunity for applicants with previous nursing education and experience to advance his/her career. Eight credits for previous nursing education are granted to those who successfully complete the college's Credit for Life Learning Process for Nursing I. **Program Prerequisites:** The general prerequisites for the Registered Nursing program, BI5519 Anatomy & Physiology I (4 cr.), BI5520 Anatomy & Physiology II (4 cr.), PS1203 Developmental Psychology (3 cr.), PS1101 Introduction to Psychology (3 cr.), EN4401 English Composition I (3 cr.) must be completed with passing grades before matriculation plus satisfactory completion of the CLL Process.

SUMMER SESSION		CREDITS	FALL SEMESTER		CREDITS
NS6604	Nursing II	8	NS6653	Nursing III	8
SO3321	Introduction to Sociology	3	BI5553	Microbiology	4
EN4402	English Composition II	3		Humanities Elective	3
		14			15

SPRING SEMESTER		CREDITS
NS6654	Nursing IV	10
	Social Science Elective	3
		13

Respiratory Care Certificate

The certificate program in Respiratory Care makes up the first three semesters of the associate degree program. The Respiratory Care certificate program prepares the student for an entry-level practitioner position by teaching the student fundamental knowledge, technical information and clinical skills necessary for employment in the respiratory care field. Certificate graduates will assume clinical responsibility for a variety of respiratory care procedures under the supervision of advanced level respiratory carepractitioners and/or physicians. Graduates are prepared to sit for the examination given by the National Board for Respiratory Care to become Certified Respiratory Care Technicians. In order to progress in the program, a grade of C or better is required in each Respiratory Care course. 48 credit hours are required for the certificate. **Program Prerequisites:** Two science courses and successful passing of a basic algebra assessment test..

FIRST SEMESTER		CREDITS	SECOND SEMESTER		CREDITS
BI5519	Anatomy & Physiology I	4	BI5520	Anatomy & Physiology II	4
RS6614	Introduction to Respiratory Care	7	RS6629	Respiratory Pharmacology	2
RS6615	Respiratory Practicum I	2	RS6624	Respiratory Procedures & Assessment	7
EN4401	English Composition I	3	RS6625	Respiratory Practicum II	4
		16			17

THIRD SEMESTER		CREDITS
RS6644	Ventilator Management and Pulmonary Function Testing	7
RS6645	Respiratory Practicum III	4
BI5553	Microbiology	4
		15

Student Professional Liability Insurance: All Respiratory Care students are required to carry student professional liability insurance. The premium is to be paid prior to the beginning of classes. Students may not participate in the Respiratory Care program without this insurance coverage.

Health: Respiratory Care students are required to complete a health evaluation prior to final acceptance to the Respiratory program. The college's Student Health Service will designate when the information is due at the college.

Robotics Technology Certificate

The Robotics Technology program develops the skills essential for an individual to become an entry-level robotics servicing technician. Graduates of the Robotics Technology program may also continue in the Computer Maintenance Technology program towards the associate degree. All courses in Robotics Technology are fully transferable into the Computer Maintenance program. 27 credit hours of work are required for the certificate. **Program Prerequisite:** Two years of high school Algebra or equivalent.

FIRST SEMESTER		CREDITS	SECOND SEMESTER		CREDITS
EN4401	English Composition I	3	TW6600	Computer Keyboarding	1
MA5621	College Algebra & Trigonometry	4	ET6690	Microcomputers	4
ET6111	Introduction to Electric Circuits	4	ET6645	Robotics	4
CT6601	Fundamentals of Digital Logic	3	CT6632	PC Applications	3
ET6603	Digital Logic Lab	1			12
		15			

Total Quality Management Certificate

The certificate in Total Quality Management (currently offered in the Division of Continuing Education and Community Services only) is designed as an intensive career program for students desiring specific training in Total Quality Management philosophies, strategies and tools. The program provides the skills necessary for managing or participating in a companywide program for workforce utilization, management of process/product/service quality, customer service, productivity and continuous improvement in a manufacturing or service environment. 18 credit hours are required for the certificate and may be transferred to the associate degree option in Business Management: Total Quality Management.

FIRST SEMESTER		CREDITS	SECOND SEMESTER		CREDITS
MG6620	Introduction to Total Quality Management	3	MG6630	Management of Total Quality Systems	3
MG6625	Planning for Total Quality Mgmt.	3	MG6640	Advanced Systems for Total	
MG6633	Process Control & Improvement	3		Quality Management	3
		9		Elective*	3
					9

* Elective (choose from the following): MG6651 Industrial Management, MG7701 Principles of Materials Management, MG7730 Just-In-Time Manufacturing MG6690 Introduction to Management Information, MG7720 Production and Capacity Management, MG7706 Materials Requirements Planning and other related state-of-the-art special topics courses as offered and approved for this program.

Travel and Tourism Management Certificate

The certificate program in Travel and Tourism Management provides the student with the knowledge and practical skills required to gain employment in the travel industry. 27 credit hours are required for the certificate.

FIRST SEMESTER		CREDITS	SECOND SEMESTER		CREDITS
TL1001	Introduction to the Travel & Tourism Industry	3	TL1010	Reservations and Ticketing	3
GE9511	Introduction to Geography	3	TL1012	Legal Aspects of	
AC6610	Introductory Accounting I	3		Travel Agency Operations	3
SL6682	Business Communications	3		Elective**	3
TW6640	Keyboarding I OR		CI4401	Career Internship OR	
TW6641	Keyboarding II*	3		Business Elective	
		15			12

* Choose according to placement test.

** Recommended electives: MG6686 Small Business Management, BU4400 Introduction to Business, FI3600 Computerized Applications for Business, CT6630 Introduction to Personal Computers, MK6679 Advertising, MK6681 Salesmanship and a foreign language.

CONTINUING EDUCATION COURSE SEQUENCE

Continuing Education students should take courses in the following order:

- Session 1: Introduction to Travel & Tourism Industry
Introduction to Geography
- Session 2: Keyboarding I or II
Introductory Accounting I
Business Communication
- Session 3: Legal Aspects of Travel Agency Operations
Reservations and Ticketing
- Session 4: Elective ** (see above)
Internship

Tumor Registry Certificate

The thirty-week certificate program in Tumor Registry provides concentrated courses that develop skills essential for an individual preparing for employment as a tumor registrar. Students will obtain skills in data collection, records management and analysis of cancer data. 27 credit hours of work are required for the certificate.

FIRST SEMESTER		CREDITS	SECOND SEMESTER		CREDITS
MR6605	Medical Terminology I	3	MR6606	Medical Terminology II	3
BI5519	Anatomy & Physiology I	4	BI5520	Anatomy & Physiology II	4
SC5516	Introduction to Cancer and Management of the Cancer Patient*	2	MR3009	Cancer Coding, Statistics & Epidemiology*	3
CT6626	Intro to Information Processing w/BASIC	4	MR3020	Organization, Operation & Quality Assurance in a Tumor Registry*	2
		13	MR3030	Residency Training for Tumor Registrars**	2
					14

* Skills training component as part of course.

** On-site training component.

Word Processing Technology & Management

The associate in science degree program in Word Processing Technology & Management provides the opportunity for students to approach this rapidly expanding job market at the entry level, as well as the essential managerial background to advance to managerial and supervisory positions as word processing managers. There is intensive concentration in the technical area of word processing and office management. Education is provided for students interested in acquiring a productive and financially rewarding career in the word processing field within industries in the immediate area. 60/61 credit hours of work are required for graduation. The following sequence of courses allows this program to be completed in two years by full time students. Many of our students design three- to five-year plans or accelerate their progress by attending summer and/or evening classes. For more information, see an advisor.

FIRST SEMESTER		CREDITS	SECOND SEMESTER		CREDITS
EN4401	English Composition I	3	EN4402	English Composition II	3
	Keyboarding I or II*	3		Keyboarding II OR	3
SL6661	Office Administration I	3	SL6673	Word Processing I	3
AC6610	Introductory Accounting I	3	AC6611	Introductory Accounting II**	3
	Liberal Arts Elective	3	SL6665	Essentials of Office Management	3
		15		Social Science Elective	3
					15
THIRD SEMESTER		CREDITS	FOURTH SEMESTER		CREDITS
	Secretarial Science Elective	3	SL6674	Word Processing II	3
SL6669	Business Communication	3	SK6653	Machine Transcription	3
SL6673	Word Processing I OR Business Elective	3		Humanities Elective	3
	Natural Science Elective	3/4	SH6601	Speedwriting I	3
	Liberal Arts Elective	3		*Elective	3
		15/16			15

* Students will elect a sequence of keyboarding courses after consultation with department advisor.

** Prerequisite: Grade of C or better in AC6610 Introductory Accounting I.



Course Descriptions

Course Scheduling

The Northern Essex Community College catalog generally makes no attempt to indicate when or for whom specific courses are scheduled. Many courses are offered every year, some every other year, and some for specific audiences only. Schedules are issued well before the beginning of each semester.

Special Topics Courses/Directed Studies

In addition to the courses listed, courses of special nature may be made available for students. For further information concerning such courses, see the section in this catalog on Academic Standards.

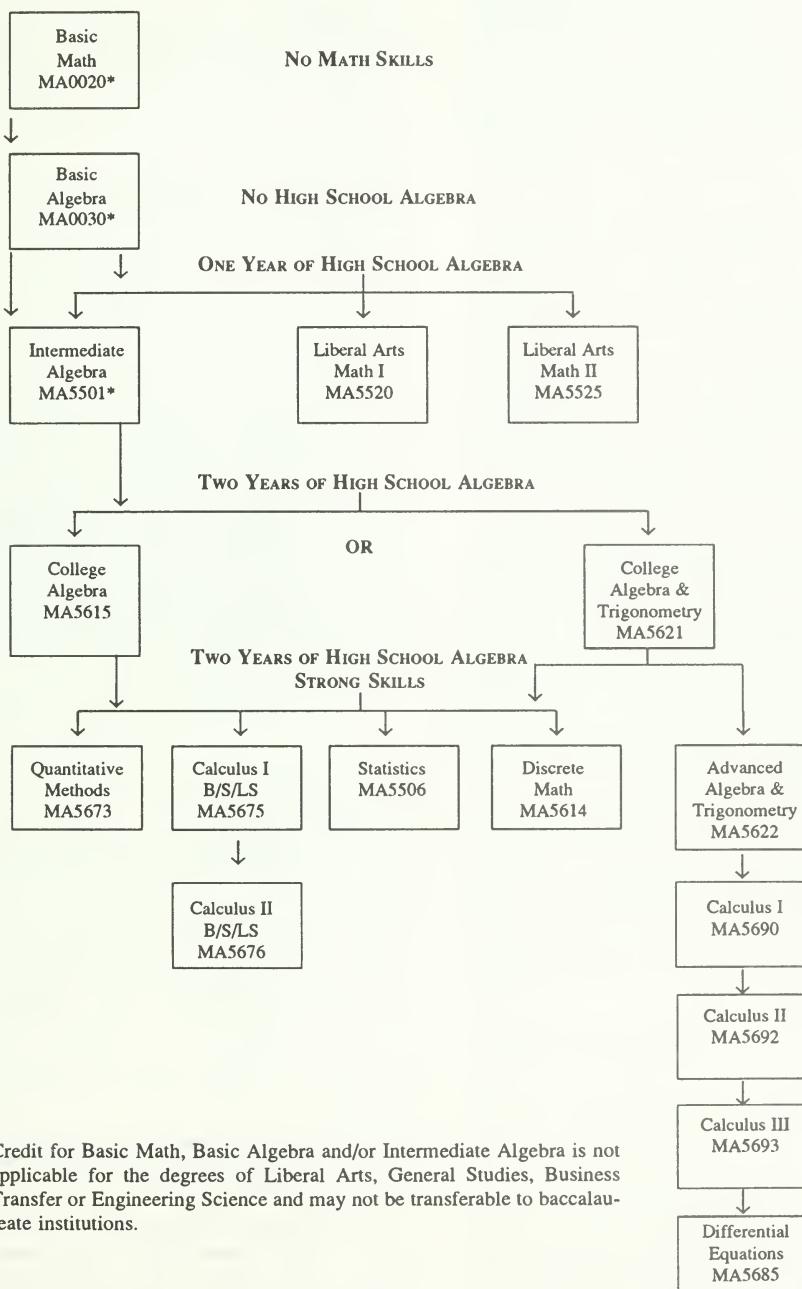
Math Chart

A math chart is included to assist students in selecting math courses appropriate to their backgrounds in math and their current and future educational goals. The math chart is a guideline and subject to revision. For further assistance, see an advisor. **Note:** For all mathematics courses involving prerequisites, the student must earn a C or better in the prerequisite course before attempting the next course in sequence.

Symbols

All courses are identified by a six-symbol description preceding the course title. The first two digits relate to the discipline and are letter symbols; the last four digits are numbers. The following list of symbols is provided as a guide to help each student locate a specific course description.

Accounting	AC	Italian	IT
Aerospace Studies	AS	Keyboarding	TW
American Sign Language	AL	Language	LN
Banking	BK	Law	LW
Biology	BI	Machining & Tooling Technology	TE
Business	BU	Management	MG
Chemistry	CH	Marketing	MK
Civil Technology	CE	Mathematics	MA
Computer Technology	CT	Medical Assistant	MS
Cooperative Education	CI/CO	Medical Record Technology	MR
Criminal Justice	CJ	Mental Health	MH
Dental Assistant	DA	Music	MU
Early Childhood Education	CC	Nursing	NS
Earth Science	ES	Office Administration	SL
Economics	EC	Office Techniques	SK
Education	ED	Philosophy	PH
Electricity	EL	Physical/Outdoor Education and Leisure Studies	PE
Electronics	ET	Physics	PI
English, Literature	EN	Practical Nursing	PN
Environmental Technology	EV	Printed Circuit Technology	PC
Finance	FI	Psychology	PS
Fine Arts	FA	Radiologic Technology	RT
French	FR	Religion	RE
Geography	GE	Respiratory Care	RS
German	GM	Science	SC
Government	GV	Shorthand	SH
Health Services	HS	Sociology	SO
History	HI	Spanish	SP
Hotel & Restaurant Management	HR	Theatre	TH
Humanities	HU	Travel and Tourism	TL
Interpreter Training	IN		

Math Chart: Placement According to Assessment Test Results

Accounting

AC6600 Workshop in Basic Business & Bookkeeping: A 1-semester course; 3 credit hours. This course includes the study of business papers, bank checks, reconciliations, payroll accounts, the use of journals, general subsidiary ledger and the preparation of financial statements. As part of the course, the student will be required to complete a practice set. It also provides practical experience in applying the fundamentals of accounting. 3 class hours per week.

AC6610 Introductory Accounting I: A 1-semester course; 3 credit hours. The basic concepts of accounting and uses of accounting data. Topics include the theory of debit and credit, use of journals and ledgers, analysis and recording of financial transactions, the accounting for both a service type business and a merchandising business, internal control, special journals and the control of cash transactions, accounts receivable, accounts payable, inventories, and plant and equipment. 3 class hours per week.

AC6611 Introductory Accounting II: A 1-semester course; 3 credit hours. A continuation of AC6610. Emphasis is on accounting for payrolls, partnerships, corporations, corporate stock, retained earnings, dividends, bonds, present value theory, marketable securities and investments, non-current assets and liabilities, and Statement of Changes in Financial Position. 3 class hours per week. **Prerequisite:** AC6610 with a grade of C or better.

AC6620 Intermediate Accounting I: A 1-semester course; 3 credit hours. A detailed study of accounting theory and practice as it relates to financial accounting. Includes income statement and balance sheet presentation, cash, temporary investments, short-term receivables, inventories and current liabilities. 3 class hours per week. **Prerequisite:** AC6611.

AC6621 Intermediate Accounting II: A 1-semester course; 3 credit hours. A continuation of AC6620. Includes tangible assets, intangible assets, long-term liabilities, elements of corporate capital, investments, and the statement of changes in financial position. 3 class hours per week. **Prerequisite:** AC6620.

AC6671 Cost Accounting: A 1-semester course; 3 credit hours. An intensive study of cost methods; costing for materials, labor and factory overhead; job-order process, direct costing and the use of standards. 3 class hours per week. **Prerequisite:** AC6611.

AC6680 VITA (Volunteer Income Tax Assistance): A 1-semester course; 3 credit hours. Students will learn to prepare both federal and state tax forms for individuals and be exposed to the problems of more complicated returns. Students will also be prepared for the proficiency exams administered by the IRS and Massachusetts DOR. Students will offer volunteer tax assistance to individuals in the community. 3 class hours per week.

AC6682 Tax Accounting: A 1-semester course; 3 credit hours. An introduction to the principles of federal taxation with emphasis on history of income taxation, gross income, deductions, exemptions, accounting records, preparation and filing of tax returns. 3 class hours per week. **Prerequisite:** AC6611.

AC6683 Computerized Accounting Systems (CAS): A 1-semester course; 3 credit hours. This course is designed to provide both reinforcement of Introductory Accounting I and II and hands-on experience with a microcomputer and its role in business situations. System design theory and accounting theory will be used to show the flow of business information through data entry and financial preparation and reproduction. 3 class hours and 1 lab hours per week. **Prerequisite:** AC6611.

Aerospace Studies (Air Force ROTC)

Note: Aerospace Studies courses are offered at the University of Lowell. (508) 934-2252/2253

AS1010 The Air Force Today: A 1-semester course; 1 credit hour. This course deals with the Air Force in the contemporary world through a study of the total force structure, strategic offensive and defensive forces, general purpose forces, and aerospace support forces. 1 class hour per week. **Note:** Permission of instructor required.

AS1020 The Air Force Today: A 1-semester course; 1 credit hour. Continuation of AS1010. 1 class hour per week.

AS2010 The Development of Air Power: A 1-semester course; 1 credit hour. This course is a study of air power from balloons and dirigibles through the jet age; a historical review of air power employment in military and non-military operations in support of national objectives; and

a look at the evolution of air power concepts and doctrine. 1 class hour per week. **Note:** Permission of instructor required.

AS2020 The Development of Air Power: A 1-semester course; 1 credit hour. Continuation of AS2010. 1 class hour per week.

American Sign Language

Note: All American Sign Language courses are considered to be humanities/foreign language courses. Students seeking to transfer are advised to consult the requirements of colleges to which they plan to transfer to determine whether they will be accepted either as humanities and/or foreign language courses for purposes of transfer.

AL1001 Introductory American Sign Language I: A 1-semester course; 3 credit hours. Designed to present basic grammatical rules in the use of American Sign Language (ASL). Basic ASL vocabulary, manual alphabet/numbers, visual-gestural communication, and information related to Deaf Culture will also be covered. All lecture, laboratory activities, and outside assignments are intended to develop basic competence in receptive and expressive use of ASL. The class will be taught primarily in ASL. Deaf and hearing-impaired individuals have priority in securing seats in this course. 2 class hour and 2 lab hours per week.

AL1002 Introductory American Sign Language II: A 1-semester course; 3 credit hours. Designed to be a continuation of Introductory American Sign Language I. There will be exposure to complex grammatical rules in the use of American Sign Language (ASL). Additional ASL vocabulary development, fingerspelling/numbers, and information related to Deaf Culture will also be addressed. All lecture, laboratory activities, and outside assignments are intended to develop further competence in receptive and expressive use of ASL. The class will be taught primarily in ASL. Deaf and hearing-impaired individuals have priority in securing seats in this course. 2 class hours and 2 lab hours per week. **Prerequisite:** Introductory American Sign Language I with a grade of C or better.

AL1003 American Sign Language I: A 1-semester course; 4 credit hours. This is an intensive, direct immersion approach to learning American Sign Language (ASL). Basic grammatical rules in the use of ASL, basic ASL vocabulary, manual alphabet/numbers, and vi-

sual-gestural communication will be covered. Includes information about Deaf Culture, history of ASL and how it exists in society today. All lecture, laboratory activities and outside assignments are intended to develop basic competence in receptive and expressive use of ASL. The class will be taught primarily in ASL. 3 class hours and 3 lab hours per week. **Prerequisite:** Permission of the coordinator.

AL2003 American Sign Language II: A 1-semester course; 4 credit hours. Designed to be a continuation of American Sign Language I. Complex grammatical rules in the use of ASL, additional ASL vocabulary, fingerspelling/numbers, and visual-gestural communication will be covered. Includes information about Deaf Culture. All lecture, laboratory activities and outside assignments are intended to further develop receptive and expressive competence in the use of ASL. 3 class hours and 3 lab hours per week. **Prerequisite:** American Sign Language I with a grade of C or better and permission of the coordinator.

AL3003 American Sign Language III: A 1-semester course; 4 credit hours. Designed to be a continuation of American Sign Language II. Intended to refine and build American Sign Language (ASL) competence in and performance of all ASL grammatical features and ASL variations covered in previous courses. Receptive and expressive abilities enhanced through exposure to selected stylistic, regional, social, ethnic, socially restricted, and age-related ASL renditions. Additional ASL vocabulary will be covered through text analysis. Includes information on Deaf Culture. All lecture, laboratory activities and outside assignments focus on systematically integrating all materials covered in this and all prior courses. This class will be taught primarily in ASL. 3 class hours and 3 lab hours per week. **Prerequisite:** American Sign Language II with a grade of C or better.

Banking

BK6601 Principles of Banking: A 1-semester course; 3 credit hours. Survey of banking's relationship to the total economy and the functional relationships of departments within the bank. Develops the framework for more specialized study of the banking institution. 3 class hours per week.

BK6602 Savings & Time Deposit Banking: A 1-semester course; 3 credit hours. A fundamental study of the historical development and economic function of savings institutions and the savings process. 3 class hours per week.

BK6611 Money and Banking: A 1-semester course; 3 credit hours. The practical aspects of money and banking; emphasis is placed on such problems as economic stabilization, types of spending, the role of gold, limitations of central bank control, government fiscal policy, balance of payments and foreign exchange showing their repercussions on the banking industry in affecting yield curves and the structuring of portfolios. 3 class hours per week.

BK6614 Commercial Bank Management: A 1-semester course; 3 credit hours. This course is designed as an introduction to the handling of day-to-day bank activities such as: the formulation of objectives and policies; the management of assets and liabilities; the sources and uses of funds; the administration of deposits, loans and other investments; and the short-term management of funds. 3 class hours per week.

BK6621 Corporate Banking: A Practical Approach to Lending: A 1-semester course; 3 credit hours. A study of the banking aspects of the lending environment. The lending process, the loan request, financial analysis, loan structuring and loan administration. 3 class hours per week.

BK6622 Real Estate Finance: A 1-semester course; 3 credit hours. Examination of mortgage credit in the United States and the structure of the mortgage market. An analysis of the management considerations in mortgage lending and portfolio management. 3 class hours per week.

BK6623 Consumer Lending: A 1-semester course; 3 credit hours. This course is designed to provide an overview of the consumer credit operation. It examines the role of consumer credit in overall banking operations and offers an improved understanding of the consumer credit function within a bank. 3 class hours per week.

BK6624 Introduction to Commercial Lending: A 1-semester course; 3 credit hours. This course is designed as an introduction to commercial lending in the banking industry and in the economy as a whole. Basic analytical and technical topics include: characteristics of the business loan customer and the fundamentals of commercial loan products, pricing, decision-making, support, and documentation, legal and

regulatory requirements, and overall management of the commercial lending function. 3 class hours per week.

BK6651 Analyzing Financial Statements: A 1-semester course; 3 credit hours. Basic consideration in financial statement analysis, basic financial ratios, analysis of working capital, and other items. 3 class hours per week.

BK6652 Law and Banking Principles: A 1-semester course; 3 credit hours. This course is designed as an overview of the legal aspects of banking with special emphasis on the Uniform Commercial Code. Topics include up-to-date summaries of law pertaining to contracts, real estate, bankruptcy, and the legal implications of consumer lending. 3 class hours per week.

BK6653 Marketing for Bankers: A 1-semester course; 3 credit hours. A study of the concepts and philosophies of marketing, information research and target together with the marketing mix, product strategy, distribution strategy, advertising and sales promotion and pricing strategy. 3 class hours per week.

BK6654 Law and Banking Applications: A 1-semester course; 3 credit hours. This course is an introduction to laws pertaining to secured transactions, letters of credit and the bank collection process. Topics include check losses and legal issues related to processing checks, and secured transactions legal issues such as collateral, perfection and default. 3 class hours per week.

BK6666 Retail Banking: A 1-semester course; 3 credit hours. In this course, students will learn how to effectively use accepted management principles in the banking environment. The first part of the course is dedicated to retail management, the second to sales management and the third will emphasize financial performance of banks. 3 class hours per week.

Biology

BI5510 Human Biology: A 1-semester course; 3 credit hours. A basic study of the structure and functioning of the human body. Emphasis will be placed on the interrelationships among the systems. This course introduces the major biological principles through the study of the human body. 3 class hours per week.

BI5515 Introductory Biology I: A 1-semester course; 4 credit hours. A course dealing with the biological principles common to both plants and

animals. These principles include the nature of chemical systems, cellular structure and functioning, genetics, ecology, and evolution. 3 class hours and 2 lab hours per week.

BI5519 Anatomy & Physiology I: A 1-semester course; 4 credit hours. The basic principles of biology are introduced. These are followed by an introduction to the study of the structure and functioning of the human body. Systems covered are: integumentary, skeletal, muscular and nervous. Emphasis will be placed on the interrelationships among the systems. Related topics such as diseases of the systems will be integrated where applicable. Laboratory work will include experiments, dissection, microscope work, and the study of charts and models. 3 class hours and 2 lab hours per week.

BI5520 Anatomy & Physiology II: A 1-semester course; 4 credit hours. A continuation of BI5519. Systems covered are: circulatory, endocrine, reproductive, urinary, digestive and respiratory. 3 class hours and 2 lab hours per week.

BI5525 Introductory Biology II: A 1-semester course; 4 credit hours. A continuation of BI5515 (Introductory Biology I) dealing with the evolution, structure, functioning, and taxonomy of the major groups of plants and animals. 3 class hours and 2 lab hours per week. **Prerequisite:** BI5515 Introductory Biology I or permission of the instructor.

BI5530 Fundamentals of the Disease Process: A 1-semester course; 3 credit hours. Topics include causes of disease, cellular injury, inflammatory processes, neoplasms, metabolic disorders, endocrine imbalances, disturbances in blood and body fluids, infectious diseases, physical and chemical injuries, hereditary diseases and congenital defects. A survey of the basic process of disease, types of medication, diagnostic measures and types of treatment will be discussed relating to the following systems: integumentary, musculoskeletal, nervous, cardiovascular, respiratory, gastrointestinal, genitourinary and organs of special sense (eye and ear). 3 class hours per week. **Prerequisite:** BI5519/BI5520 Anatomy and Physiology I and II or permission of instructor.

BI5553 Microbiology: A 1-semester course; 4 credit hours. The biology of bacteria and microorganisms is studied. Laboratory work emphasizes the sterile technique. Immunology is discussed. 3 class hours and 3 lab hours per week

Prerequisite: One year of introductory biology at the college level or permission of the instructor.

BI6600 General Botany: A 1-semester course; 4 credit hours. An upper level biology course based on the study of plants. The lectures include a gross and microscopic survey of plant anatomy from algae to the higher vascular plants noting the evolutionary trends, their economic relationship, and the fundamentals of physiology and morphology of the higher vascular plants. 3 class hours and 3 lab hours per week. **Prerequisite:** Introductory Biology I or permission of the instructor.

BI6605 General Zoology: A 1-semester course; 4 credit hours. An upper level biology course based on the study of animals. The lectures include a survey of major invertebrate and vertebrate animals with emphasis on their structure, adaptions, evolution and natural history. Laboratory work emphasizes identification and structural form of the major phyla of animals. 3 class hours and 3 lab hours per week. **Prerequisite:** Introductory Biology I or permission of instructor.

Business

BU1000 Business Career Development Seminar: A 1-semester course; 1 credit hour. This course is designed to provide Field Experience students with the necessary skills to conduct a successful job search. Students will have the opportunity to analyze their interests and skills in relation to career types, develop a professional resume and participate in simulated interviews. Guest speakers, group discussions and video tapes will be emphasized. 1 class hour per week.

BU4400 Introduction to Business: A 1-semester course; 3 credit hours. This course will introduce students to the environment in which business is transacted in modern times as well as to major, functional areas of business. Its focus is upon timely issues and contemporary business problems. 3 class hours.

Chemistry

CH4401 Chemistry in Your Life: A 1-semester course; 4 credit hours. This course will meet the four-credit natural science requirement of many associate degree programs. The course will be topic oriented. The students will study chemical topics including: nuclear reactions, energy from chemical reactions, water and its problems, chemistry of life, air pollution, drugs and medicines and other chemistry topics which are determined to be of use to the student. Some examples of the experiments would be: recycling aluminum from aluminum cans, dyeing material, determining the amount of vitamin C in orange juice, finding the acid and alkali content of some consumer products, and making soap and electroplating. 3 class hours and 2 lab hours per week.

CH4450 Basic Chemistry for Industry: A 1-semester course; 4 credit hours. This course covers understanding of chemical and physical changes; the metric system; the atom; the period table; elements and compounds; formulas and compounds; balancing equations; electricity as it applies to solutions; phase changes; liquids and solids; solutions; electrolytes; acids and bases; buffers; oxidation and reduction reactions; and solubilities. 3 class hours and 2 lab hours per week. **Prerequisite:** Knowledge of Basic Mathematics (by course or competency exam).

CH5501 General Chemistry I: A 1-semester course; 4 credit hours. Deals with inorganic and physical chemistry. The study of the structure of atoms and the periodic nature of the elements. The examination of the relationship of energy and the elements to form compounds and the three physical states of matter: solid, liquid and gas. 3 class hours and 3 lab hours per week.

Prerequisite: One year of high school chemistry and one year of pre-college math.

CH5502 General Chemistry II: A 1-semester course; 4 credit hours. A continuation of General Chemistry I, dealing with physical and inorganic chemistry. Examines in detail the mechanical, thermal and electrical changes as demonstrated in solution theory, electrochemistry, chemical kinetics and chemical equilibrium. A brief introduction to organic chemistry is given. 3 class hours and 3 lab hours per week. **Prerequisite:** CH5501.

CH5503 Introductory Chemistry I: A 1-semester course; 4 credit hours. The course covers the basic understanding of atomic structure of

the elements and periodic table. The study of chemical bonding, nomenclature, chemical equations, formula calculations and stoichiometry is undertaken. 3 class hours and 2 lab hours per week. **Prerequisite:** A course in algebra.

CH5504 Introductory Chemistry II: Inorganic Chemistry: A 1-semester course; 4 credits hours. The course covers the study of solutions, acids, bases and neutralization. The application of physical chemical theory to inorganic chemistry. A brief review of organic chemistry is undertaken with special emphasis on how this aspect of chemistry relates to biological systems. 3 class hours and 2 lab hours per week. **Prerequisite:** CH5503.

Civil Technology

CE6600 Introductory Surveying: A 1-semester course; 4 credit hours. The course is designed to give a student an introduction to basic surveying techniques on a directed studies basis. Topics covered include operation of surveying instruments, steel taping, taking field notes, level note reductions and tape corrections. 3 class hours and 1 3-hour lab per week in conjunction with CE6601 Surveying 1. **Note:** To be taken only on advice of instructor.

CE6601 Surveying I: A 1-semester course; 4 credit hours. The course is designed to give the student proficiency in the use of surveying instruments and in performing necessary calculations. Horizontal, vertical and angular measurements are made and length, elevations, bearings and traverse computations with appropriate adjustments and corrections are made. Neat note taking and neat calculations are stressed. 3 class hours and 3 lab hours per week.

CE6602 Surveying II: A 1-semester course; 4 credit hours. The course is designed to give the student more proficiency in surveying measurements and calculations involved in horizontal and vertical curves, areas, stadia measurements, topographic surveys, photogrammetric surveys and land surveys. Use of modern instruments and calculation techniques are stressed. 3 class hours and 3 lab hours per week. **Prerequisite:** MA5621 and CE6601 or equivalent experience.

CE6612 Drawing for Civil Technology: A 1-semester course; 1 credit hour. A course designed to give the student a good knowledge of some of the specialized drafting techniques required in the practice of civil technology. Topics covered

are plan drawing, cross section drawing, profile drawing, inking techniques, printing techniques, etc. 3 lab hours per week. **Prerequisite:** CE6601.

CE6620 Overview of Civil Engineering: A 1-semester course; 3 credit hours. This course is designed to provide the student with a broad overview of the functions and practices of Civil Engineering as they apply to engineering and surveying firms. The general subject matters to be introduced include statics, strength of materials, transportation and sanitary engineering, soil mechanics, and structural analysis and design. Some topics discussed are to familiarize the student with a knowledge of the action of forces on structural systems, the relationship between externally applied forces and the internally induced stresses in various types of structural members and parts, the fundamental principles involved in the design of steel parts, and the fundamental principles involved in the design of steel and reinforced concrete structures including the basic analysis and design techniques specified by modern building codes. Other topics familiarize the student with forms of modern transportation systems, including the advantages, disadvantages and peculiarities of each system, and the knowledge of the problems and solutions of the mechanics of soil, water supply, and sewerage. 3 class hours per week.

CE6625 Civil Engineering Computing Applications: A 1-semester course; 4 credit hours. The course is designed to acquaint the student with a basic working knowledge of the utilization of computers to obtain solutions to the great quantities of calculations necessary in dealing with the problems encountered in Civil Engineering practice. Starting with how to use a computer without the study of specific computer programming techniques, this course offers the student a background to the introduction of a systems approach to typical Civil Engineering problems presently being studied, and their solution using computer applications from currently available software packages. 3 class hours and 3 lab hours per week. **Prerequisite:** CE6601 Surveying I and CE6620 Overview of Civil Engineering.

CE6651 Statics: A 1-semester course; 3 credit hours. Course is designed to give students a knowledge of the action of forces on various mechanical and structural systems; systems include beams, trusses, frames and arches. Topics on friction, centroids of areas and moments of inertia are also discussed. Basic principles of

free body diagrams, equations of equilibrium, method of joints and method of sections are presented. 3 class hours per week. **Prerequisite:** MA5621.

CE6653 Strength of Materials: A 1-semester course; 4 credit hours. The course is designed to acquaint the student with the relationship between externally applied forces and the internally induced stresses in various types of structural members and parts, such as bolts, rivets, shafts, pressure tanks, beams and columns. Also covered is the relationship between the externally applied forces and the resulting deformations. Particular attention is given to beam bending, column loadings, tension in shafts, centroids and moments of inertias and combined stresses in structural elements. 3 class hours and 3 lab hours per week. **Prerequisite:** CE6651 or equivalent.

CE6654 Structural Analysis & Design: A 1-semester course; 3 credit hours. The course includes the fundamental principles involved in the design of steel and reinforced concrete structures. The student learns the basic analysis and design techniques for beams, columns, walls, footings, retaining walls, floor systems and flat slabs as specified by modern building codes. Fundamentals of timber design are also covered. 3 class hours per week.

CE6665 Transportation Engineering: A 1-semester course; 3 credit hours. Designed to familiarize the student with all forms of modern transportation systems; the advantages, disadvantages and peculiarities of each system. Systems studied include highway, railroad, airplane, water, pipelines, conveyors and undersea vehicles. 3 class hours per week.

CE6671 Sanitary Engineering: A 1-semester course; 3 credit hours. The course is designed to give the student a knowledge of the problems and solutions of water supply and sewerage. The course considers the problems of water from rainfall, through the storage, storm drainage, hydraulics, distribution and treatment of drainage water; collection, disposal and treatment of sanitary sewage. Water and storm drainage and sanitary sewerage systems design is stressed. 3 class hours per week.

CE6672 Soil Mechanics: A 1-semester course; 4 credit hours. The course is designed to give the student a basic knowledge of the problems of soil. The course teaches the student to understand and evaluate the properties of soil materi-

als. Lectures are reinforced by the use of a soil testing laboratory which enables the student to develop a thorough knowledge of soil testing techniques and proper use of experimental data. The course also deals with the topics of the interaction of soils and groundwater, consolidation of soil and settlement of structures, and the bearing capacity of soil under foundations. 3 class and 3 lab hours per week.

CE6682 Field Engineering Problems: A 1-semester course; 1 credit hour. The course is designed to give the student practical field problems in surveying and civil engineering. Construction surveying, topographic surveying, subdivision layout and control are stressed. Advanced field and practical office techniques are covered. 3 lab hours per week. **Prerequisite:** CE6602.

Computer Technology

CT5501 Personal Computer Maintenance and Repair: A 1-semester course; three credit hours. This introductory course will focus on learning how to setup, operate and maintain a personal computer. Students will gain practical hands-on experience in the following areas: installing software packages, expand computing power, preventative maintenance, diagnostic testing and peripheral interfacing. 2 lecture hours and 2 lab hours per week.

CT6601 Fundamentals of Digital Logic: A 1-semester course; 3 credit hours. The evolution of data processing or automatic computation. The mechanics of automatic computation including number system, logic, codes, arithmetic operations and organizations are covered in detail. 3 class hours per week.

CT6620 Computer Programming I: A 1-semester course; 4 credit hours. An introduction to problem-solving methods and algorithm development for computer programming. Program specification, design, coding, testing and documentation are emphasized in the development of good programming technique. The programming language normally used is Pascal. 3 class hours and 3 laboratory hours per week. **Prerequisite:** One year of high school algebra or equivalent.

CT6622 FORTRAN Programming: A 1-semester course; 4 credit hours. A comprehensive study of FORTRAN with business and mathematical applications. Topics include file pro-

cessing, data types, array manipulation, external programs, and interactive programming techniques. 3 class hours and 3 lab hours per week. **Prerequisite:** CT6620 or CT6682.

CT6626 Introduction to Information Processing with BASIC: A 1-semester course; 4 credit hours. An introductory course focusing on fundamental concepts of information processing and programming in the BASIC language. Computer hardware (input, output, and storage devices), computer history, and computer systems are major topics. Considerable emphasis is placed on programming the computer as a means to understanding how a computer works. 3 class hours and 2 lab hours per week.

CT6630 Introduction to Personal Computers: A 1-semester course; 3 credit hours. This introductory course will focus on learning how to use a personal computer. Students will gain practical experience by using the personal computer and packaged software. This software will include word processing, electronic spreadsheets, graphics, and data base management. 2 class hours and 2 lab hours per week.

CT6632 Personal Computer Applications: A 1-semester course; 3 credit hours. This course will focus on using and managing a personal computer hard disk system. The disk operating systems (DOS), hard disk concepts, electronic spreadsheets with graphs, and database management software will be covered. Practical applications will be assigned using DOS, spreadsheets, database, and word-processing software. 2 class hours and 2 lab hours per week. **Prerequisite:** Some exposure to a personal computer system and word processing software or CT6630 Introduction to Personal Computers or equivalent.

CT6640 Data Structures: A 1-semester course; 4 credit hours. Data Structures focuses on common methods of organizing information to be used in problem solving. Emphasis will be on programming in a topdown structured design style utilizing a variety of data structures. The student, after completing the course, will be able to solve a wide variety of programming problems and be well prepared for further studies in Computer Science. 3 class hours and 3 lab hours per week. **Prerequisite:** CT6620.

CT6641 Operating Systems: A 1-semester course; 4 credit hours. An introduction to Computer Operating Systems. Operating system functions and theory will be covered for a variety of

computers from microcomputers to mainframes. Operating system examples and laboratory work may include MS-DOS, CP/M, UNIX, and PICK, but will be frequently up-dated to reflect rapid changes in the field. Other topics include multi-programming multi-user systems, system monitoring and interfacing computers. 3 class hours and 3 lab hours per week. **Prerequisite:** A programming language.

CT6643 Computer Operations Experience: A 1-semester course; 4 credit hours. A hands-on approach to computer operations giving practical experience with all aspects of computer operations from bootstrap to backup. Topics included are operations management, peripheral equipment, operating procedures, monitoring processes and ethical issues. Class time will be used for fundamentals; laboratory time will be individually scheduled work on a live computer system. 2 class hours and 4 lab hours per week. **Prerequisite:** CT6641 Operating Systems or equivalent experience. Enrollment limited.

CT6649 Assembly Language Programming: A 1-semester course; 4 credit hours. A thorough coverage of an instruction set and addressing techniques. Basics of machine organization/architecture along with programming concepts will be stressed. Topics include binary and BCD math, input/output techniques, user defined procedures, and the use of programming tools particularly a debugger. 3 class hours and 3 lab hours per week. **Prerequisite:** CT6620 or the successful completion of another computer language.

CT6651 Advanced Assembly Language Programming: A 1-semester course; 4 credit hours. A continuation of CT6649 with emphasis on programming for specific hardware configurations. The development and use of macros and libraries of relocatable modules will be stressed along with interrupt programming, and advanced numeric and character manipulation techniques. 3 class hours and 3 lab hours per week. **Prerequisite:** CT6649

CT6652 COBOL Programming: A 1-semester course; 4 credit hours. An introduction to Structured COBOL Programming with applications. COBOL topics include sequential file processing, business calculations, reports with headers, control breaks, total lines, simple table or array processing techniques and interactive concepts. 3 class hours and 3 lab hours per week. **Prerequisite:** CT6620.

CT6653 Advanced COBOL Programming: A 1-semester course; 4 credit hours. This course covers the advanced concepts of the COBOL programming language. Topics include table and array processing techniques, sequential and index sequential disk files, sort routines and interactive program processing techniques, and data base concepts. 3 class hours and 3 lab hours per week. **Prerequisite:** CT6652.

CT6655 File Design and Processing: A 1-semester course; 4 credit hours. This course will cover the fundamentals of file design and processing emphasizing concepts, design considerations and performance differences. Basic and advanced file types, from sequential files through relational data bases will be considered from the viewpoint of the operating system, the programmer, and the system designer using a variety of standard design tools. 3 class hours and 2 lab hours per week. **Prerequisite:** CT6640 Data Structures or equivalent.

CT6661 Advanced Computer Systems Programming: A 1-semester course; 4 credit hours. Advanced topics such as disk and the file organization, interrupt programming, linkage of programs written in different languages plus a study of the various instruction formats and types of instructions found in modern equipment. 3 class hours and 3 lab hours per week. **Prerequisite:** CT6651.

CT6670 Introduction to CAD/CAM: A 1-semester course; 3 credit hours. This course is an introduction to Computer Aided Drafting and Design Systems and Computer Aided Manufacturing. It will cover the role of computers, robots, automated production, and humanistic approaches in manufacturing. Students will gain an understanding of the difficulties and challenges that lie on the path toward integration of computers into the manufacturing environment. 3 class hours per week.

CT6672 Computer Aided Drafting: A 1-semester course; 3 credit hours. This course will prepare students to operate Computer Aided Drafting and Design systems and understand the use of computer graphics in industry applications. Students will learn to use an interactive computer graphics system to prepare drawings on a CRT. They will store and retrieve drawings and related information on a magnetic disk and produce commercial quality copies using a computer driven plotter. 1 class hour and 4 lab hours per week. **Prerequisite:** CT6670 Introduction to CAD/CAM and ET6600 Engineering Drafting.

CT6676 Business Systems Analysis and Design: A 1-semester course; 4 credit hours. This course will introduce the student to the methods of systems analysis and the skills required to increase business productivity using the full potential of computer-related technologies. Emphasis will be placed on the structured, life-cycle process for the design of usable computer-based systems as the student applies systems analyst skills in the completion of a series of case study-related lab assignments and a semester-long project examining and making recommendations regarding a specific working business. Attention will also be directed at developing the professional skills necessary to performing productively in a business environment. 3 class hours and 3 lab hours per week. **Prerequisite:** CT6652.

CT6680 Advanced Personal Computer Applications: A 1-semester course; 4 credit hours. This course focuses on decision-making and how the solution to problems can be supported by a computer-based information system. Software covered includes text editing, spreadsheets, data base management, graphics, integrated software, vertical application programs and data communications. This course meets the requirements as a technical elective for Computer Technology students and as an elective for students in other degree programs. 3 class hours and 3 lab hours per week. **Prerequisite:** CT6630.

CT6682 Computer Application in Engineering and Technology: A 1-semester course; 4 credit hours. A course for engineering and technology students that covers the principles of computer operation and Fortran programming techniques. Personal computer application software tools will also be used to solve technical problems. 3 class hours and 3 lab hours per week. **Prerequisite:** MA5621 concurrently.

CT6683 Computer System Troubleshooting: A 1-semester course; 4 credit hours. An overview to the computer system including the architecture of a CPU and computer operations. A study is made of decoding and buffering circuits, memory interfacing and Input/Output interfacing both parallel and serial. These concepts are illustrated via the S-100 bus. Computer System fault analysis and troubleshooting techniques are also covered as are such tools as signature and logic analyzers. 3 class hours and 3 lab hours per week. **Prerequisite:** ET6690.

CT6684 C Programming Language: A 1-semester course; 4 credit hours. A general study of the C Programming Language. This study will include application programs for systems, business, science, and technical areas. It will relate to real time applications by illustrating the integration of assembly language routines within the C coded programs. The study will also include treatment of how C handles data types and declarations such as: char, int, unsigned, long and float; primaries like constants, variables, addresses, functions and structures; expressions using both unary and binary operators; statements including both expressions and control types; and the various preprocessing functions. A major programming project will be required. 3 class hours and 3 laboratory hours per week. **Prerequisite:** ET6690 and a major programming language or CT6649.

CT7000 Introduction to Macintosh: A 1-semester course; 3 credit hours. Develops basic competency on the Macintosh including word processing, draw and paint programs, Hypercard filing and systems utilities. 2 lecture and 2 lab hours per week.

Cooperative Education

CI4401 Career Internship I: A 1-semester course; 3 credit hours. Career Internship is designed to provide students with off-campus experiences related to their educational needs and/or career objectives, subject to the guidelines established by the student's academic department and the Office of Cooperative Education. Each student will be expected to participate in one or more workshops during the semester and write a final paper. Students develop a list of objectives to be accomplished during the semester and will be evaluated by the worksite supervisor, the academic coordinator and the student at the end of the semester. A minimum of 140 hours of volunteer/unpaid work is required per semester. **Prerequisite:** Prior approval of Academic Coordinator and the Director of Cooperative Education.

CI4402 Career Internship II: A 1-semester course; 3 credit hours. A second course designed to provide students with additional off-campus experiences related to their educational needs and/or career objectives, subject to the guidelines established by the student's academic department and Office of Cooperative Education. Each student will be expected to attend one or more

workshops during the semester and write a final paper. Students develop a list of objectives to be accomplished during the semester and will be evaluated by the worksite coordinator, the academic coordinator, and the student at the end of the semester. A minimum of 140 hours of volunteer/unpaid work is required per semester. Students are expected to increase their responsibilities over and above what was performed in either Cooperative Education I (CO4401) or Career Internship I (CI4401). **Prerequisite:** Prior approval of the Academic Coordinator and Director of Cooperative Education, and completion of CO4401 or CI4401.

CO4401 Cooperative Education I: A 1-semester course; 3 credit hours. Cooperative Education is an experiential approach designed to provide training for students seeking to enter or re-enter a career field. Students gain practical experiences that are related to their academic program and/or career goals, subject to the guidelines established by the appropriate academic department and the Office of Cooperative Education. Each student will be expected to participate in one or more workshops during the semester and write a final paper. Students develop a list of objectives to be accomplished during the semester and will be evaluated by the worksite supervisor, the Academic Coordinator and the student at the end of the semester. A minimum of 180 hours of work experience is required per semester. **Prerequisite:** Prior approval of the Director of Cooperative Education and the Academic Coordinator responsible for the student's program.

CO4402 Cooperative Education II: A 1-semester course; 3 credit hours. A second course in Cooperative Education is designed to provide students with additional off-campus experiences related to their educational needs and career goals, subject to the guidelines established by the appropriate academic department and the Office of Cooperative Education. Students will be expected to attend a series of workshops during the semester and write a final paper. Grade is based upon employer's academic evaluation of student growth, coordinator's evaluation of student performance, and a self-evaluation of work accomplished by the student. Students are expected to increase their responsibility over and above what was performed during CO4401 Cooperative Education I or CI4401 Career Internship I. A minimum of 180 hours of work experience is required per se-

mester. **Prerequisite:** Cooperative Education I or Career Internship I and prior approval of the Director of Cooperative Education and the Academic Coordinator responsible for the student's program.

Criminal Justice

CJ3601 Concepts of Criminal Law: A 1-semester course; 3 credit hours. The substantive law of crimes, its historical development and philosophy. This course includes classification of crime, definitions and elements of specific crimes, parties to a crime and defense of a crime. 3 class hours per week.

CJ3603 Introduction to Criminal Justice: A 1-semester course; 3 credit hours. The history, philosophy and function of the criminal justice system in America, identifying the various subsystems and role expectations. An overview of crime, punishment and rehabilitation ethics, education and training for professionals in the system. 3 class hours per week.

CJ3607 Functions of Police in Modern Society: A 1-semester course; 3 credit hours. The functions of the police in contemporary society will be analyzed in their historical, sociological, and political context. Particular emphasis will be placed upon the conflicting role expectations facing the police in a democracy. Special topics included will be police discretion, corruption, leadership and professionalization. 3 class hours per week.

CJ3608 Introduction to Corrections: A 1-semester course; 3 credit hours. An introduction and overview of fundamental processes, trends and practices of the correctional institutions. Dealing with but not limited to such concepts as institutional treatment, prisoner rights, parole, pre-release centers and government support of ex-offenders. 3 class hours per week.

CJ3610 Introduction to Security: A 1-semester course; 3 credit hours. This course will explore various concepts related to the term "security." Emphasis will be placed on devising a systems approach to security analysis and implementation. The functions as well as resources of protective services will be identified and analyzed. Consideration of all aspects of personnel as it relates to security as well as an overview of planning techniques will be covered. 3 class hours per week.

CJ3667 Crisis Intervention in the Criminal Justice System: A 1-semester course; 3 credit hours. How persons involved in Criminal Justice apply crisis theory, manage interpersonal conflict and use effective techniques of crisis intervention. Specific crisis situations frequently and somewhat uniquely encountered will be considered. These include, but are not limited to, family disputes, forcible rape, child abuse, potential suicide and hostage situations (including terrorism). 3 class hours per week.

CJ3670 Senior Seminar: A 1-semester course; 3 credit hours. Forum for criminal justice students focusing upon special issues in criminal justice. A primary emphasis will be the student's development of a "Senior Paper" which analyzes an agency in light of course work to date. 3 class hours per week.

CJ3672 Field Practicum Experience: A 1-semester course; 3 credit hours. Course for preservice students. Planned program of observation in selected criminal justice agencies representing the major components of the system. The student will select an agency provided by the coordinator and assist in activities deemed appropriate by the agency. Students shall be required to maintain a journal as specified by the field supervisor. 1 class hour and 8 field hours per week. **Prerequisite:** Full-time enrollment in the Day Division's Criminal Justice Program. Student must be in his/her fourth semester.

Dental Assistant

DA0100 Dental Assisting I: A 1-semester course; 5 credit hours. This course provides the student with an understanding of materials commonly used in the dental office, principles of dental jurisprudence and ethics, and an overview of the dental assistant's role in dental specialities such as oral surgery, orthodontics, endodontics and restorative dentistry. The student will perform laboratory procedures associated with chairside dental assisting. 4 class hours and 3 lab hours per week. **Prerequisite:** Acceptance into the Dental Assistant Program.

DA0105 Dental Clinical I: A 1-semester course; 4 credit hours. This course is designed to provide the student with the principles of four-handed dentistry, instrument identification and use, and aseptic techniques including the principles of microbiology and sterilization. 2 class hours and 6 lab hours per week. **Prerequisite:** Acceptance into the Dental Assistant Program.

DA0110 Oral Science I: A 1-semester course; 3 credit hours. This course provides the student with an understanding of the development, form and function of the oral cavity by examining oral anatomy, oral histology, oral embryology, and head and neck anatomy. 3 class hours per week. **Prerequisite:** Acceptance into the Dental Assistant Program.

DA0130 Dental Radiology I: A 1-semester course; 2 credit hours. This course is designed to examine the theoretical aspects of radiation production, safety, biological effects, parallel exposure technique, darkroom processing, film mounting and radiographic interpretation. Proficiency in radiographic technique will be accomplished on a manikin. 1 class hour and 2 lab hours per week. **Prerequisite:** Acceptance into the Dental Assistant Program.

DA0200 Dental Assisting II: A 5-week course; 3 credit hours. This course is a continuation of Dental Assisting I. The dental specialties periodontics, pedodontics and prosthodontics will be studied as well as preventive dentistry, nutritional counseling, and dental office management. The student will construct dental laboratory appliances associated with chairside dental assisting. 6 class hours and 6 lab hours per week. **Prerequisite:** Dental Assisting I with a grade of C or better.

DA0205 Dental Clinical II: A 5-week course; 1 credit hour. This course is a continuation of DA0105. Students will gain clinical experience in dietary counseling, preventive plaque control instructions, office management procedures, and assisting with periodontic, pedodontic, and prosthodontic techniques. 6 lab hours per week. **Prerequisite:** Dental Clinical I with a grade of C or better.

DA0245 Oral Science II: A 5-week course; 1 credit hour. This course is designed to provide the student with an understanding of diseases of the oral cavity, dental emergencies, and pharmacological agents that are utilized in the dental office. 3 class hours per week. **Prerequisite:** Oral Science I with a grade of C or better.

DA0250 Dental Radiology II: A 5-week course; 1 credit hour. This course is a continuation of Dental Radiology I. The bisecting angle technique of exposing dental films will be emphasized. Proper radiographic technique will be developed on a manikin prior to exposing radiographs on patients. 6 lab hours per week. **Prerequisite:** Dental Radiology I with a grade of C or better.

DA0275 Dental Seminar: An 8-week course; 1 credit hour. This course provides the student with an opportunity to analyze dental assisting procedures, patient care in the dental office and practicum experiences, and to hear scheduled guest lecturers from the dental community. 2 class hours per week.

DA0280 Dental Assisting Practicum: A 10-week course; 5 credit hours. This course requires a minimum of 300 hours of clinical experience in various dental offices where the student will perform chairside dental skills under the supervision of the dentist and his/her staff. Students will be assigned on a rotational basis with emphasis on general dentistry. Liaison with the students and the dental offices is maintained by the Coordinator of the Dental Assistant Program. 30 practicum hours per week for ten weeks. **Prerequisite:** A grade of C or better in all Dental Assistant courses prior to practicum assignment.

Early Childhood Education

Note: All course prefaced CC and ED0402 are restricted to students accepted and enrolled in the Early Childhood Education program. Other students may elect these courses only with the permission of the Early Childhood Education program coordinator.

CC2230 Early Childhood Education: Theory and Practice: A 1-semester course; 4 credit hours. This course provides the student with an understanding of the child's experience in the school as it relates to his/her total development. It raises particular problems associated with curriculum planning and helps to develop criteria for evaluating a program for young children. The course will examine the historical development of early childhood education programs and services, the present prototypes and the universal elements contained in good programs. Defined areas of child behavior in varied educational settings will be observed and recorded. 3 class hours per week and 3 laboratory hours per week in varied educational settings.

CC2240 Expressive Learning Activities in Early Childhood Curriculum: A 1-semester course; 3 credit hours. This course explores the role of creative expression as a learning tool in the social, emotional and cognitive development of the young child. Students will gain an understanding of how to plan and implement activities that integrate the arts of music, move-

ment, poetry, and dramatic play into the early childhood curriculum. A variety of manipulative materials will be explored as emphasis will be placed on designing appropriate learning activities for the young child. This course will also introduce the student to the use of audio-visual media used in the early childhood classroom. 3 class hours per week.

CC2244 Enhancing Creativity in Early Childhood Curriculum: A 1-semester course; 3 credit hours. This course is designed to aid the teacher of young children in planning developmentally appropriate art activities in the early childhood curriculum. The course is structured so that students work individually in order to explore curriculum concepts and personal ideas through the use of art materials. Emphasis is placed on spontaneity, flexibility and invention in the ability to develop materials and activities appropriate to the age, developmental level and special needs of the young child. 3 class hours per week.

CC2250 Preschool Curriculum: A 1-semester course; 3 credit hours. This course is designed to aid the teacher of young children in planning a developmentally appropriate integrated curriculum for the early childhood classroom. It will look at the child's cognitive growth and development and how it is enhanced through math, social studies and language. Students will be exposed to designing learning environments which enhance the growth and development of the whole child and which respects individual differences in children's growth. 3 class hours per week.

CC2260 Math/Science for Early Childhood Curriculum: A 1-semester course; 3 credit hours. Students are introduced to the content and methods of teaching math and science in Early Childhood and are helped to develop skills in planning and presenting lessons in these areas and to develop appropriate methods for introducing these content areas into the curriculum. Emphasis will be given to concrete activities and materials which promote activities among children. 3 class hours per week.

CC2264 Seminar in Philosophy of Early Childhood Education: A 1-semester course; 3 credit hours. Students are given the opportunity to summarize and analyze their understanding of the theories and practices in early childhood education and the role of the professional in this field. An informal lecture/discussion format

allows for analysis of practicum experience as well as for community resource guest lecturers and independent research. 3 class hours per week.

CC2312 Early Childhood Education Practicum I: A 1-semester course; 3 credit hours. Under the guidance and supervision of the co-operating teacher, skills and concepts of child growth, development and learning acquired in Introduction to Early Childhood Education and in Introduction to the Creative Experience will be applied by the student in selected practicum placements. 1 class hour and 8 practicum hours per week. **Prerequisite:** CC2230 or CC2201.

CC2353 Early Childhood Education Practicum II: A 1-semester course; 4 credit hours. The student will be actively involved in the varied activities which constitute the curriculum of early childhood education classrooms and educational programs. Under the supervision of a cooperating teacher, the student will become more familiar with the role and responsibilities of the professional in early childhood education settings. 1 class hour and 12 practicum hours per week. **Prerequisite:** CC2312.

CC2354 Early Childhood Education Practicum III: A 1-semester course; 4 credit hours. 16 hours of experience in the early childhood classroom or educational program allows the student both greater involvement in the program and an increased familiarity with the role and responsibilities of the early childhood education professional. 16 practicum hours per week. **Prerequisite:** CC2312, CC2353.

Earth Science

ES5010 Earth Science: A 1-semester course; 3 credit hours. A survey of the earth sciences. This course will examine various earth systems and processes including the earth as a planet, the atmosphere and weather, the oceans, the solid earth and its minerals, and such processes as volcanism, weathering, glaciation, erosion and tectonics. This course should not be taken by students who have had Physical Geology or Meteorology, 3 class hours per week.

ES5501 Meteorology: A 1-semester course; 4 credit hours. A basic study of the elements which constitute weather: temperature, pressure, winds, humidity and precipitation. Further study includes weather data analysis and forecasting, and the relationships between weather and climate. 3 class hours and 2 lab hours per week.

ES5502 Physical Geology: A 1-semester course; 4 credit hours. Introduction to landforms and the processes of their formation: erosion by wind, water, ice, beaches and wave action. Further study is accomplished through the use of topographic maps. Additional topics include descriptions of basic rocks and minerals, volcanism, mountain building and crustal movement. 3 class hours and 2 lab hours per week.

Economics

EC3322 Micro-Economics: A 1-semester course; 3 credit hours. Introduction to micro-economics. This semester centers upon the functioning of individual markets and their effectiveness for resource allocation. Includes price and production theory, the distribution of income, and the theory of household behavior. 3 class hours per week.

EC3323 Macro-Economics: A 1-semester course; 3 credit hours. Introduction to macro-economic analysis and policy. An examination of the foundation and nature of economic principles as they apply to national output, money and banking, and monetary and fiscal policy. Course also focuses upon the problems of employment, inflation and economic growth as illuminated by modern national income analysis. 3 class hours per week. **Prerequisite:** EC3322.

EC3652 Survey of Economics: A 1-semester course; 3 credit hours. A non-technical survey of current economic problems. Background of economic concepts and terminology. Some focus on comparative economic systems. Not recommended for transfer students. 3 class hours per week.

Education

ED0402 Language and Reading Development in Early Childhood: A 1-semester course; 3 credit hours. An imaginative and creative approach to teaching readiness skills through literature for the pre-primary child. Behavioral characteristics of young children and their implications relating to books will be the focus of the course. Picture books, storytelling, folk tales, fantasy, puppetry, dramakinetics, reading aloud, oral language development, along with guidelines for assisting the child in becoming more ready for beginning reading instruction, will be explored and demonstrated. This course is directed primarily for anyone who is or who seeks to work with the pre-school child. 3 class hours per week.

Electricity

EL6601 Electricity I: A 1-semester course; 6 credit hours. History of electricity; electron theory; conductors and insulators; batteries; Ohm's law; resistors; series, parallel and combinational DC circuits; basic math review; magnetism; reading and interpreting of blueprints; residential wiring; national and state electrical codes. 5-1/2 class hours per week. **Prerequisite:** Proficiency in basic arithmetic functions.

EL6602 Electricity II: A 1-semester course; 6 credit hours. Scientific notation; powers and roots; vectors; basic trigonometry; alternating current principles; AC circuit calculations; inductance and capacitance; reactance; series and parallel AC circuits; specifications and floor plans for commercial buildings; understanding construction details; drawing one-line diagrams of power systems; applying code regulations to commercial buildings; load calculations. 5- 1/2 class hours per week. **Prerequisite:** EL6601.

EL6603 Electricity III: A 1-semester course; 6 credit hours. The metric system; power factor and correction techniques; transformers; DC motors and generators; Wye and Delta transformers; single phase AC systems; polyphase systems; specifications and floor plans for industrial plants; feeder and subfeeder calculations; electrical code for transformers, services, motors, capacitors. 5-1/2 class hours per week. **Prerequisite:** EL6602. **Note:** May be used as a technical elective in the Electronic Technology Program.

EL6604 Electricity IV: A 1-semester course; 6 credit hours. Characteristics of three-phase alternators; AC motors and generators; basic motor controllers; introduction to solid state components; reading electronic diagrams; troubleshooting electro-mechanical and solid state motor control circuits; basic test instruments; drawing schematic control diagrams; electrical code review and practical applications; exam preparation. 5-1/2 class hours per week. **Prerequisite:** EL6603. **Note:** May be used as a technical elective in the Electronic Technology Program.

Electronics

ET6000 Mathematical Methods for Engineering and Computer Science: A 1-semester course; 1 credit hour. A course covering selected topics necessary for engineering and computer science. Topics include, but are not limited to, complex numbers, linear equations and their solution by determinants and matrices. 1 class hour per week. Not open to students who have taken MA5622.

ET6111 Introduction to Electric Circuits: A 1-semester course; 4 credit hours. DC circuits, including Ohm's Law, Kirchhoff's Laws, series circuits, parallel circuits, series-parallel combinations; capacitance, inductance, transients in RC and RL circuits; AC circuits, including sinusoids, phasors, use of complex numbers to solve RLC circuits, resonance and transformers; network analysis, including loop equations, nodal equations, Thevenin's and Norton equivalent circuits and superposition. Not applicable to a degree in Electronic Technology. 3 class hours and 1 3-hour lab per week. **Prerequisite:** MA5621 or MA5621 concurrently.

ET6112 Analog Electronics for Computers: A 1-semester course; 3 credit hours. Selected topics in analog electronics necessary for servicing digital computer systems. Topics include semiconductor diodes, power supplies including regulators, transistors and their applications as amplifiers, switches and drivers. 2 class hours and 3 lab hours per week. **Prerequisite:** ET6111 Introduction to Electric Circuits; MA5687 Contemporary Math for Electronics or MA5621 College Algebra & Trigonometry.

ET6113 Introduction to Electronics: A 1-semester course; 1 credit hour. A basic course introducing the student to electronics, the course covers elementary circuitry, the relationship of voltage and current, scientific notation, simple amplification, radio and television systems, explanation of the oscilloscope, resistor combinations and power, meters, inductors, capacitors, and semiconductors. 2 class hours per week. **Prerequisite:** MA0030 Basic Algebra or permission of instructor.

ET6600 Engineering Drafting: A 1-semester course; 3 credit hours. The application of the basic skills needed to make and read sketches and drawings. Students will use drafting instruments and will learn to perform the operations of the trade including the inspection of the completed work. The course will include let-

tering, sketching, and dimensioning with applications in sectioning and views of primary and secondary engineering drawings. 1 class hour and 4 lab hours per week.

ET6601 Engineering Design Graphics: A 1-semester course; 2 credit hours. This course stresses communication by graphical or pictorial means. Lettering, graphics sketching, orthographic projection, auxiliary views, dimensioning and descriptive geometry principles are topics covered. Neatness is emphasized throughout. An introduction to menu driven CAD is included. 1 class hour and 2 lab hours per week.

ET6603 Digital Logic Laboratory: A 1-semester course; 1 credit hour. Proper interconnection of TTL integrated circuits. Experiments in digital logic circuits using gates, flipflops, counters, etc. 1 3-hour lab per week. **Prerequisite:** Fundamentals of Digital Logic to be taken concurrently or previously.

ET6611 Circuit Analysis I: A 1-semester course; 4 credit hours. Introduction to the analysis of electric circuits using DC sources. Applications of Kirchhoff's Voltage and Current Laws, superposition, loop analysis, nodal analysis and Thevenin's Theorem. 3 class hours and 3 lab hours per week. **Prerequisite:** MA5621 to be taken concurrently or previously.

ET6612 Circuit Analysis II: A 1-semester course; 4 credit hours. Extension of the theorems developed in ET6611 as they apply to circuits excited by sinusoidal sources. Energy considerations, storage of energy, RMS calculations, determinant solutions, resonance and transformers. 3 class hours and 3 lab hours per week. **Prerequisite:** ET6611 and MA5621.

ET6645 Robotics: A 1-semester course; 4 credit hours. A course in robot fundamentals. History of development of modern robots and their applications; mechanical aspects of manipulators and end effectors; electrical, hydraulic and pneumatic drives; sensors; computer control; robot software; vision systems. Also includes social, psychological and economic effects of robotics. 2 lecture hours and 6 lab hours per week. **Prerequisite:** ET6690 Microcomputers, may be taken concurrently.

ET6650 Mechanics - Statics and Dynamics: A 1-semester course; 4 credit hours. This course is for engineering students not majoring in civil or mechanical engineering. Topics include: vectors, forces, moments, free-body diagrams and their application to force systems, stress and

strain under various loading conditions, mechanical properties of materials, kinematics of particles and rigid bodies, applications of Newton's second law of motion including principles of work, kinetic energy, impulse and momentum, vibrations and electric analog. Methods of solution will include vector analysis and computer-aided analysis. 4 lecture hours per week. **Prerequisites:** PI5623 and MA5692 or equivalent. MA5692 may be taken concurrently.

ET6651 Engineering Mechanics I Statics: A 1-semester course; 3 credit hours. Development of fundamental concepts of mechanics such as vectors, forces and moments. Detailed treatment of free body diagrams and their application to force systems. Laws of static equilibrium, friction forces, first and second moments, and problems involving various structures and machine parts. Methods of solution will include vector analysis, matrix methods and computer-aided analysis. 3 class hours per week. **Prerequisite:** PI5623 and MA5692 or equivalent. MA5692 may be taken concurrently.

ET6652 Engineering Mechanics II—Dynamics: A 1-semester course; 3 credit hours. Basic laws of kinematics of particles and rigid bodies involving linear, angular, relative and absolute motion. Newton's Laws and their application to the kinematics of rigid bodies in translation, rotation and plane motion; and the principles of work, kinetic energy, impulse and momentum. Methods of solution will include vector analysis, matrix methods and computer-aided analysis. 3 class hours per week. **Prerequisite:** ET6651.

ET6661 Networks I: A 1-semester course; 5 credit hours. Introduction to general network solutions employing mathematical models and topology. The study of circuit analysis employing Kirchhoff's laws, Thevenin's Theorem, Norton's Theorem, superposition and maximum power theorems, is emphasized. 4 class hours and 4 lab hours per week. **Prerequisite:** MA5693 to be taken concurrently or previously.

ET6662 Networks II: A 1-semester course; 5 credit hours. Sinusoidal analysis of circuits employing phasor analysis. Sinusoidal steady state response found by nodal, mesh, superposition, source transformations. Thevenin's Theorem and phasor diagrams are explained. RMS values and average power and complex power is studied in detail. Major emphasis is placed on analysis using complex frequency (S-Plane). This would include frequency response of RL, RC, and RLC circuits (including reso-

nance). The remainder of the course deals with two port network parameters and Fourier series analysis. 4 class hours and 3 lab hours per week. **Prerequisite:** ET6661, MA5685 concurrently.

ET6670 Electronic Circuits I: A 1-semester course; 4 credit hours. The fundamentals of AC circuits, including sinusoids, phasors, reactance, impedance, series and parallel circuits, and transformers. Also an introduction to semiconductor devices; diodes, transistors, and FET's. 3 class hours and 3 lab hours per week. **Prerequisite:** ET6111 Introduction to Electric Circuits.

ET6671 Electronic Circuits II: A 1-semester course; 3 credit hours. Applications of semiconductor devices such as diodes, transistors, FET's, and operational amplifiers. Emphasis will be placed on computer oriented applications. This course is not applicable toward a degree in Electronic Technology. 3 class hours per week. **Prerequisite:** ET6670 Electronic Circuits I

ET6672 Electronics I: A 1-semester course; 5 credit hours. A first course beginning with introductory semiconductor physics and semiconductor devices. Biasing and stability of devices and small signal models of same. Applications of semiconductors in rectifiers and amplifiers. Field effect transistors. 4 class hours and 1 3-hour lab per week. **Prerequisite:** ET6611, ET6612 concurrently, or ET6111.

ET6673 Electronics II: A 1-semester course; 5 credit hours. The analysis of the behavior of multistage amplifiers, power amplifiers, tuned circuit amplifiers, feedback amplifiers and oscillators. Integrated circuits, including differential and operational amplifiers and voltage regulators. 4 class hours and 1 3-hour lab per week. **Prerequisite:** ET6672.

ET6682: Digital Electronics: A 1-semester course; 4 credit hours. A study of traditional logic design as well as newer techniques utilizing MSI and LSI. Both combinational logic and sequential logic are covered including registers and counters. Also included is an introduction to memory and programmed logic. 3 class hours and 1 3-hour lab per week. **Prerequisite:** ET6612 or ET6111, ET6672, CT6601.

ET6683 Digital Communications: A 1-semester course; 3 credit hours. A continuation of Digital Electronics with emphasis on digital communication techniques including modulation methods, modems and local area networks. 3 class hours per week. **Prerequisite:** ET6682 Digital Electronics.

ET6684 Electronic Communication Systems: A 1-semester course; 4 credit hours. Types and characteristics of electronic systems, such as amplitude modulation, frequency modulation and single-side-band. Receivers and transmitters and their system components, including phase locked loops, tuned amplifiers, modulators and demodulators. 3 class hours and 1 3-hour lab per week. **Prerequisite:** ET6612, ET6672.

ET6690 Microcomputers: A 1-semester course; 4 credit hours. Introduction to microprocessors including basics of the CPU, timing and addressing instruction sets, assembly language programming, memory, input/output techniques, interfacing. 3 class hours and 3 lab hours per week. **Prerequisite:** CT6601.

English

EN0100 English Usage in Context: A 1-semester course; 3 credit hours. A developmental course designed for native and near-native speakers of English who do not meet the standards set for English Composition I and College Reading. Emphasis on the development of academic English skills, focusing on structure and usage in the context of academic readings and objective writing about readings. It is recommended that this course be taken after both Basic Reading and Basic Writing. Enrollment is dependent upon referral by the Basic Reading and Basic Writing faculty, the results of the college's structure and usage test and/or the permission of the instructor. **This course is considered a developmental course and does not carry graduation credit.** 2 class hours and 2 lab hours per week. The instructor may require 1 additional lab hour for individual conferencing.

EN0101 Journalism I: A 1-semester course; 3 credit hours. The course provides training in the fundamentals of news gathering, evaluation, and the structure and writing of journalistic stories. Required: publication of at least six stories in the campus newspaper, THE OBSERVER. 3 class hours per week.

EN0102 Journalism II: A 1-semester course; 3 credit hours. Focus is on advanced reporting and writing techniques, including feature and editorial writing. Students are required to assist in the publication of THE OBSERVER and publish at least six in-depth articles in the campus newspaper. 3 class hours per week. **Prerequisite:** EN0101 or permission of the instructor.

EN0103 Journalism Practicum: A 1-semester course; 3 credit hours. The course provides practical experience in professional journalism through internships at area newspapers, broadcasting stations or public relations departments of area institutions and agencies. A faculty member and representative of the employing agency coordinate and evaluate the student's work. 1 class hour and 6 practicum hours per week. **Prerequisite:** EN0102 and recommendation of faculty teaching courses in the Course Concentration in Journalism/Broadcasting.

EN0121 Creative Writing: A 1-semester course; 3 credit hours. The theory and practice of all kinds of creative writing: poetry, fiction, drama, nonfiction narrative. Emphasis on students' own writing, group discussion, and readings of professional writers appropriate to students' writing. 3 class hours per week.

EN0211 ELC Core English I: A 1-semester course; 8 credit hours. English Language Center introduction to American English for non-English-speakers. Develops base for further language training, including the ability to handle simple questions and answers within a limited range of basic topics. 12 contact hours per week. **Prerequisite:** ELC Oral Test.

EN0212 ELC Core English II: A 1-semester course; 8 credit hours. English Language Center second level structure course for non-native speakers of English. Includes mastery and integration of introductory grammar sequence and basic vocabulary. 12 contact hours per week. **Prerequisite:** ELC Grammar/Writing Test.

EN0213 ELC Core English III: A 1-semester course; 8 credit hours. English Language Center third level structure course for non-native speakers of English. Includes review and integration of major English tenses and development of core vocabulary. 12 contact hours per week. **Prerequisite:** ELC Grammar/Writing Test.

EN0214 ELC Core English IV: A 1-semester course; 8 credit hours. English Language Center fourth level structure course for non-native speakers of English. Includes introduction to clause-structure grammar and practice integrating core vocabulary into complex sentences. 12 contact hours per week. **Prerequisite:** ELC Grammar/Writing Test.

EN0215 ELC Academic English I: A 1-semester course; 4 credit hours. Development of academic vocabulary and usage for college writing and speaking. For non-native speakers of

English. Includes analysis of syntax and vocabulary in context, and techniques for writing about readings. 6 contact hours per week. **Prerequisite:** ELC Grammar/Writing and Oral Tests.

EN0216 ELC Academic English II: A 1-semester course; 4 credit hours. Integration of academic vocabulary and usage in college reading, writing, and speaking. Includes analysis of and writing about readings and study of derived word forms. 6 contact hours per week. **Prerequisite:** Grammar/Writing Tests.

EN0221 ELC Reading I: A 1-semester course; 4 credit hours. English Language Center reading in English for beginners who are non-native speakers of English. Includes introduction to English graphemes and basic English phonics, and builds a reading vocabulary of 500 to 800 basic English words. 6 contact hours per week. **Prerequisite:** ELC Reading Test.

EN0222 ELC Reading II: A 1-semester course; 4 credit hours. English Language Center second level reading course for non-native speakers of English. Includes comprehension of vocabulary in context, English phonics, dictionary skills, inflected forms, and individualized reading practice. 6 contact hours per week. **Prerequisite:** ELC Reading Test.

EN0223 ELC Reading III: A 1-semester course; 4 credit hours. English Language Center third level reading course for non-native speakers of English. Includes study of prefixes and suffixes, dictionary skills, comprehension of vocabulary in context, and development of reading fluency through individualized reading assignments. 6 contact hours per week. **Prerequisite:** ELC Reading Test.

EN0224 ELC Reading IV: A 1-semester course; 4 credit hours. English Language Center fourth level reading course for non-native speakers of English. Includes study of word formation, dictionary skills, development of academic study skills, comprehension of general vocabulary in context, and development of reading fluency through individualized assignments. 6 contact hours per week. **Prerequisite:** ELC Reading Test.

EN0225 ELC Academic Reading: A 1-semester course; 4 credit hours. English Language Center highest level reading course for non-native speakers of English. Includes academic vocabulary in context, word analysis, dictionary skills, and development of reading

fluency through individualized reading assignments. 6 contact hours per week. **Prerequisite:** ELC Reading Test.

EN0231 ELC Communication I: A 1-semester course; 4 credit hours. English Language Center phonology course for beginners who are non-English-speakers. Develops fundamental listening and pronunciation skills. 6 contact hours per week. **Prerequisite:** ELC Oral Test.

EN0232 ELC Communication II: A 1-semester course; 4 credit hours. English Language Center second level communication course for non-native speakers of English. Develops basic communication skills in speaking and writing. 6 contact hours per week. **Prerequisite:** ELC Oral Test and Writing Sample.

EN0233 ELC Communication III: A 1-semester course; 4 credit hours. English Language Center third level communication course for non-native speakers of English. Develops general conversation and writing skills using topical vocabulary. Writing skills include outlining and composition organization. 6 contact hours per week. **Prerequisite:** ELC Oral Test and Writing Sample.

EN0234 ELC Communication IV: A 1-semester course; 4 credit hours. English Language Center fourth level communication course for non-native speakers of English. Develops academic listening, speaking, and writing skills using general academic vocabulary and situations. 6 contact hours per week. **Prerequisite:** ELC Oral Test and Writing Sample.

EN0251 ELC Core English IA: A 1-semester course; 4 credit hours. Includes first half of English Language Center introduction to American English for non-English-speakers. Develops base for further language training, including the ability to handle simple questions and answers within a limited range of basic topics. 6 contact hours per week. **Prerequisite:** ELC Oral Test.

EN0252 ELC Core English IB: A 1-semester course; 4 credit hours. Includes second half of English Language Center introduction to American English for non-English-speakers. Develops base for further language training, including the ability to handle simple questions and answers within a limited range of basic topics. 6 contact hours per week. **Prerequisite:** ELC Oral Test.

EN0253 ELC Core English IIA: A 1-semester course; 4 credit hours. First half of English Language Center second level structure course for non-native speakers of English. Includes mastery of integration of introductory grammar sequence and basic vocabulary. 6 contact hours per week. **Prerequisite:** ELC Grammar/Writing Test.

EN0254 ELC Core English IIB: A 1-semester course; 4 credit hours. Second half of English Language Center second level structure course for non-native speakers of English. Includes mastery and integration of introductory grammar sequence and basic vocabulary. 6 contact hours per week. **Prerequisite:** ELC Grammar/Writing Test.

EN0255 ELC Core English IIIA: A 1-semester course; 4 credit hours. First half of English Language Center third level structure course for non-native speakers of English. Includes review and integration of major English tenses and development of core vocabulary. 6 contact hours per week. **Prerequisite:** ELC Grammar/Writing Test.

EN0256 ELC Core English IIIB: A 1-semester course; 4 credit hours. Second half of English Language Center third level structure course for non-native speakers of English. Includes review and integration of major English tenses and development of core vocabulary. 6 contact hours per week. **Prerequisite:** ELC Grammar/Writing Test.

EN0257 ELC Core English IVA: A 1-semester course; 4 credit hours. First half of English Language Center fourth level structure course for non-native speakers of English. Includes introduction to clause-structure grammar and practice integrating core vocabulary into complex sentences. 6 contact hours per week. **Prerequisite:** ELC Grammar/Writing Test.

EN0258 ELC Core English IVB: A 1-semester course; 4 credit hours. Second half of English Language Center fourth level structure course for non-native speakers of English. Includes introduction to clause-structure grammar and practice integrating core vocabulary into complex sentences. 6 contact hours per week. **Prerequisite:** ELC Grammar/Writing Test.

EN0400 Basic Reading: A 1-semester course; 3 credit hours. A course designed to help students improve their basic reading skills. Through group and individualized instruction, the course helps the student develop the skills, habits and

attitudes that will result in more effective reading. Topics include word analysis, vocabulary development, comprehension techniques, and study skills. Instructional materials are at an appropriate level. Much attention is given to the development of individualized skills in the Reading Center, and for this reason pre- and post-diagnostic tests are given. **This course is considered a developmental course and does not carry graduation credit.** 2 class hours and 2 lab hours per week.

EN0401 College Reading: A 1-semester course; 3 credit hours. This course is designed to meet a variety of more advanced reading and study skill needs, primarily the need to read college level materials more effectively. Students learn to recognize main ideas, to read an article or chapter and remember its key points, to take inclusive, meaningful notes, to read actively and critically, to explore memory techniques, and to respond to our language with greater vocabulary depth. **This course is considered a developmental course and does not carry graduation credit.** 3 class hours and 1 lab hour per week.

EN3333 Broadcast Reporting and Announcing: A 1-semester course; 3 credit hours. The student will learn through the study of current radio and television practices how to edit and write news items for the radio and TV news media; how to broadcast these items on radio and TV; how to use basic equipment associated with radio and TV news gathering and production; and how to evaluate current broadcasting practices. Students are encouraged, though not required, to have access to a portable tape recorder and stop watch. 3 class hours per week.

EN3334 Television Production I: A 1-semester course; 3 credit hours. The student will learn through the study of current television practices: how to write for, edit, produce and direct various complete television programs in a non-dramatic format; how to operate the equipment in the TV studio and control centers; and how to evaluate television content. While the emphasis will be on the TV news program in which the student will learn how to work as an assignment editor and anchor person, the student will also learn the basic techniques of the extended interview, the panel show and the documentary. 2 lecture hours and 2 lab hours per week. Limited to 18 students. **Prerequisite:** EN3333 and permission of the instructor.

EN3335 Television Production II: A 1-semester course; 3 credit hours. The course builds upon the basic skills learned in Television I by utilizing the crew system in the television studio and control room. Students are required to produce (plan, write, stage, and direct) one television program on a topic of their choice to demonstrate these competencies: the ability to write a standard television script; the ability to use the specialized language of television; the ability to select and adapt audio and visual materials appropriate to the subject of the program. Students will be required to assist in the television production of at least two projects related to the college's performing arts (mime, dance, drama, music). 2 lecture hours and 2 lab hours per week. Limited to 18 students. **Prerequisite:** Successful completion of Television Production I.

EN4400 Basic Writing: A 1-semester course; 3 credit hours. Designed for students who lack the writing skills necessary to succeed in English Composition I. Emphasizes the composition of sentences, paragraphs and short essays. Attention is also given to punctuation, grammar and spelling on an individualized basis. This course does not satisfy any part of the English Composition requirement for graduation. Enrollment is dependent upon referral by the Composition I faculty on the basis of a writing sample, faculty advisor's or counselor's referral, or permission of the instructor. Students for whom English is a second language are strongly urged to have completed ELC Core English IV or have equivalent knowledge. **This course is considered a developmental course and does not carry graduation credit.** 2 class hours and 2 lab hours per week. The instructor may require 1 additional lab hour.

EN4401 English Composition I: A 1-semester course; 3 credit hours. A required course to develop clear, effective writing. Students will demonstrate their competence through a variety of writing assignments, including essays and a research paper. 3 class hours per week. **Prerequisite:** Students entering English Composition I will be required to complete a writing sample, which will be evaluated by a departmental committee. That committee will place students in either English Composition I or a preparatory program more appropriate to their needs. Note: A grade of C- or better in English Composition I is required for entry into English Composition II.

EN4402 English Composition II: A 1-semester course; 3 credit hours. A required course which is a continuation of English Composition I with emphasis on longer analytic and argumentative papers and style. Readings and materials, which will vary from section to section, will be employed as the basis for a range of essays such as reports, evaluations, literary criticism, reviews, film criticism, and research papers. 3 class hours per week. **Prerequisite:** completion of EN4401 with a grade of C- or better.

EN4403 Advanced Composition: A 1-semester course; 3 credit hours. A seminar in writing beyond the freshman level designed for students seriously interested in writing. Types of both non-fiction and fiction will be examined as guides in the development of writing style. Students will work on longer writing projects of their own design. 3 class hours per week. **Prerequisite:** EN4401 & EN4402 or permission of instructor.

EN4676 Technical Writing: A 1-semester course; 3 credit hours. This course provides exposure to and practice in various types of technical writing. It is appropriate for those considering technical communication as a career or those in technical fields who wish to communicate more effectively. Adapting style to audience and use of visual aids will be emphasized throughout. There will be practice in preparing technical definitions, descriptions, user instructions, proposals, written and oral reports. Whenever possible students will be expected to integrate their technical knowledge with writing projects in this course. 3 class hours per week. **Prerequisite:** EN4401 English Composition I.

EN4678 Spelling Laboratory: A 1-semester course; 1 credit hour. Individualized help for the poor speller. Students enrolling in this course will be given a diagnostic test to locate particular spelling problems: an individualized program involving intensive practice with spelling tapes, workbooks and computer programs will be set up. The credit earned in this course does not satisfy any part of the composition requirement for graduation. 2 lab hours per week held in the Writing Center. **Prerequisite:** Permission of the instructor.

EN8011 Speech: A 1-semester course; 3 credit hours. Instruction and practice in skills essential to effective oral communication. The course includes organization, presentation, and relationship between speaker and audience. 3 class hours per week.

EN8020 Interpersonal Communication: A 1-semester course; 3 credit hours. A course designed to help students understand the theory and develop the skills necessary for effective communication. The course explores communication axioms, verbal and nonverbal messages, message reception and sending, interpersonal listening and feedback, E-prime language, nondirective responding, paraphrasing, describing feelings, behaving assertively, managing conflict, and facilitating consensus in small groups. 3 class hours per week.

EN8401 Children's Literature: A 1-semester course; 3 credit hours. An introductory course in children's books. Considers the history of children's literature and contemporary authors. Study of criteria of good literature, children's interests and developmental stages related to books, various genre of children's literature, children's book awards, illustrators and authors, and reference sources. 3 class hours per week.

EN8801 The Bible As Literature: A 1-semester course; 3 credit hours. Designed to capture the literary content, qualities, and techniques of the Hebrew and Greek scriptures in translation, with particular emphasis on the Old Testament. Genres to be analyzed include the heroic narrative, epic, tragedy, lyric poetry, encomium and others. 3 class hours per week.

EN8851 American Literature I: A 1-semester course; 3 credit hours. A survey of such significant authors of the 17th, 18th, and 19th centuries as Bradstreet, Franklin, Irving, Hawthorne, Emerson, Thoreau, Melville, Whitman, Dickinson, Twain, Crane and James. 3 class hours per week.

EN8852 American Literature II: A 1-semester course; 3 credit hours. James, Hemingway, Fitzgerald, and Faulkner indicate the range of our prose. Porter, O'Connor, Ellison and Baldwin, the fact that it extends to women and blacks. Our century is rich in poetry as well thanks to Robinson, Frost, Williams, Pound and Ginsberg. A survey of twentieth-century literature, with varying selections among these authors and others. 3 class hours per week.

EN8853/EN8854 British Literature I and II: A 2-semester course; 3 credit hours per semester. A study of the major works of selected English poets, dramatists and prose writers, with their historical and literary background, directed through lectures and reading, with special exercises in interpretation and criticism. 3 class hours per week.

EN8856/EN8857 Literature: Major Writers I and II: Two 1-semester courses; 3 credit hours per semester. An examination of the principal works of one or two major writers of Classical, European, English, American, Latin American, Asian, or African literature. The author or authors examined will differ each semester. 3 class hours per week.

EN8861 Western Literature I A 1-semester course; 3 credit hours. Among the authors will be a preponderance of Greeks - Homer, Aeschylus, Sophocles, Euripides, Aristophanes and Plato because of the richness of ancient and classical literature in Greece. Romans such as Ovid and Virgil and anonymous medieval authors will also be read, for the pleasures they afford and the signs they give of how and why cultural artifacts are transmitted. 3 class hours per week.

EN8862 Western Literature II: A 1-semester course; 3 credit hours. Great books from the last thousand years, written in languages other than English and wonderfully readable in translation. Dante, Machiavelli, Molire, Voltaire, Ibsen, Gogol, Dostoevsky, Chekhov, Kafka and Malraux suggest the variation in selection that will occur from year to year. 3 class hours per week.

EN8864 Literature: Shakespeare: A 1-semester course; 3 credit hours. Shakespeare provides a more comprehensive sense of human nature and potential than any of our other writers. Selected plays will be analyzed to understand first, each play's internal workings; and second, Shakespeare's rapidly evolving moral and artistic concerns. This course cultivates students' abilities to read the plays comfortably, to follow and enjoy a performance, and to write about the plays with understanding. 3 class hours per week.

EN8865 African American Literature: A 1-semester course; 3 credit hours. A study of the fiction, non-fiction, poetry and drama by African Americans that focuses on the African-American experience in America. Topics will vary from semester to semester, but may include leadership and slavery, the urban and rural experience, institutions such as the church and the law. African American music and film may also be included. 3 class hours per week.

EN8867 Mythology and Literature: A 1-semester course; 3 credit hours. The study of the stories a society cannot forget. Using texts ranging from the Bible and Homer's epics to contemporary literary works, the course introduces

mythological approaches to such subjects as heroism, place, time, family and human nature and discusses the relationship between mythology and other more limited human studies, including religion, psychology, history and sociology. 3 class hours per week.

EN8881 Literature: The American Novel: A 1-semester course; 3 credit hours. Reading and discussion of significant novels of the nineteenth and twentieth centuries. Included among the authors considered are: Twain, Melville, Hawthorne, Crane, Dreiser, Henry James, Fitzgerald, Steinbeck, Anderson, Hemingway, Salinger, Faulkner, Flannery O'Connor, Cooper, Howell, Wharton, Cather. Analysis of form and philosophy. 3 class hours a week.

EN8882 Literature: Women's Lives Recorded and Imagined: A 1-semester course; 3 credit hours. A study of women's lives, primarily in women's words, through biography, autobiography, journals, letters and fiction. Includes, as written materials permit, women from all walks of life: famous, infamous and previously unknown, exploring both historic and imaginative limits set on women's selfhood. Students will develop critical perspectives on uses of literary sources and will apply what they learn to contemporary women's lives. 3 class hours per week.

EN8883 Women in Literature and Life: A 1-semester course; 3 credit hours. A study of literary and historical accounts of women in courtly society - late Middle Ages through early Renaissance - and in democratic society - 1890 to 1970 - for the purpose of tracing the cultural influence of an idea, the idea of courtly love, on literature and life. 3 class hours per week.

EN8884 Literature: Twentieth Century Women in Film: A 1-semester course; 3 credit hours. Offers the student an examination of the multiple views of woman as seen through the cinema. Looking at examples from literature and film, the student will be exposed to the varied attitudes toward self, beauty, socialization, exploitation and destiny of the twentieth-century woman. 2 class hours and 2 lab hours per week.

EN8885 Literature: The Art of the Movies: A 1-semester course; 3 credit hours. This course will attempt to foster critical taste in film. Students will explore the role of film in contemporary society by viewing and discussing documentaries, experimental films, impressionistic films, animated films and commercial films.

Discussion and analysis will acquaint the student with the interrelationship of film technique and content. 2 class and 2 lab hours per week.

EN8891 Literature: Introduction to Poetry: A 1-semester course; 3 credit hours. Designed to acquaint the student with the various forms and scope of poetry. This course is to be an overview of the concept of poetry. 3 class hours per week.

EN8894 Literature: The Short Story: A 1-semester course; 3 credit hours. Stresses close critical reading and discussion of selected short stories written by nineteenth and twentieth century authors from around the world, with special emphasis on works by American writers. 3 class hours per week.

Environmental Technology

EV5000 Industrial Environment Control I: A 1-semester course; 4 credit hours. Review of waste treatment processes and applicable local, state and federal laws necessary for Massachusetts grade 1-2 operators of wastewater plants. 4 class hours per week. **Prerequisites:** Wastewater Math and Introduction to Wastewater Chemistry (may be taken concurrently) or waiver by exam.

EV5005 Introduction to Hazardous Waste Management: A 1-semester course; 1 credit hour. Review of local, state, and federal laws and standards for hazardous waste facilities, generators/transporters of hazardous waste, groundwater protection, licensing, spills and source reduction. 1 class hour per week.

EV5010 Industrial Environment Control II: A 1-semester course; 4 credit hours. Reviews advanced treatment technologies, material recovery techniques, plating bath substitution, biological treatment, hazardous waste, source reduction, advanced fluid mechanics, pumping technology, and related laws/standards for grade 3-4 wastewater operations. 4 class hours per week. **Prerequisite:** Industrial Environment Control I or equivalent experience.

EV5011 Industrial Environmental Control III: A 1-semester course; 3 credit hours. Operation and maintenance of a grade 5-6 municipal or industrial treatment plant, including hydraulics, pump unit operations, monitoring and testing, biological treatment, physical/chemical treatment, sludge handling and disposal, chlo-

rination, and nutrient control. 3 class hours per week. **Prerequisite:** Industrial Environmental Control II or equivalent experience.

EV5015 Wastewater Math: A 1-semester course; 1 credit hour. Reviews basic math, calculations, conversions and equations for Massachusetts grade 1-2 waste treatment processes. 1 class hour per week.

EV5020 Introduction to Wastewater Chemistry: A 1-semester course; 2 credit hours. Reviews basic chemical theories needed for Massachusetts grade 1-2 waste treatment processes. 1 class and 2 lab hours per week.

Finance

FI3600 Computerized Business Applications: A 1-semester course; 3 credit hours. Students will be given a series of problems taken from marketing, finance, accounting and production. They will be asked to explore solutions to these problems, using predesigned and pretested templates which operate in conjunction with Lotus 1-2-3. 2 class hours and 2 lab hours per week.

FI3652 Business Finance: A 1-semester course; 3 credit hours. Principles and practices of business finance. The short and long term sources of funds, management of financial assets, capital requirements, alternative forms of financing and the capital market. Some use of case study method. 3 class hours per week. **Prerequisite:** AC6611

FI6651 Principles of Insurance: A 1-semester course; 3 credit hours. Study of the principles of risk management and how insurance handles risk. The concept of risk management is outlined. Insurance coverages for the following are studied: property, liability, life and health. 3 class hours per week.

FI6663 Principles of Real Estate: A 1-semester course; 3 credit hours. Survey of the various areas of real estate practice and the principles involved in the purchase, valuation and selling of real estate. 3 class hours per week.

FI6670 Real Estate Valuation: A 1-semester course; 3 credit hours. This course is specifically designed to serve as an introduction to real estate appraising. It will introduce the student to the basic framework of analysis available to appraise interests in real estate and explain the principles upon which they are based. The course deals

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FI6670 Real Estate Valuation: A 1-semester course; 3 credit hours. This course is specifically designed to serve as an introduction to real estate appraising. It will introduce the student to the basic framework of analysis available to appraise interests in real estate and explain the principles upon which they are based. The course deals

with the three traditional appraisal methods used in the valuation process; i.e., the market data, cost and income methods. 3 class hours per week. **Prerequisite:** FI6663 Principles of Real Estate.

Fine Arts

FA7012 Introduction to the Creative Experience: A 1-semester course; 3 credit hours. This course is designed to introduce methods, materials and meaning of the arts to those who are involved in developmental programs—childhood to adulthood. It is the way to explore the world through nonverbal experiences which are personal to each one. Emphasis is placed on spontaneity, imagination, invention and flexibility of each student. 3 class hours per week.

FA7020 Introduction to the Creative Arts: A 1-semester course; 3 credit hours. An interdisciplinary approach to the arts with emphasis on both the experience of the arts and theory. The course is designed to give students an overview of all the arts by emphasizing the actual experience of dance, theatre, art and music. It is intended to give the student a strong sense of the enjoyment, excitement and pleasure that the arts can provide. 3 class hours per week.

FA7030 Drawing I: A 1-semester course; 3 credit hours. This course is an introduction to the problems, techniques, and materials of drawing. Each class project will focus on a different aspect of visual perception, composition, and artists' materials. 4 class hours per week.

FA7031 Drawing II: A 1-semester course; 3 credit hours. This course is a continuation of the problems, techniques and materials introduced in Drawing I. Students will continue exploring a variety of drawing materials. Emphasis, however, will be placed on understanding the problems inherent in translating what one sees in three dimensions to what one creates on the two dimensional surface. 4 class hours per week. **Prerequisite:** Drawing I.

FA7040 Painting I: A 1-semester course; 3 credit hours. This course is an introduction to the problems, techniques and materials of Painting. Each class project will focus on a different aspect of visual perception, composition and artists materials. 4 class hours per week.

FA7041 Painting II: A 1-semester course; 3 credit hours. This course is a continuation of

Painting I. The emphasis will be on giving more complexity and subtlety to both the color and the composition in each project. The student will be encouraged to find personal solutions to the general problems presented. 4 class hours per week. **Prerequisite:** Painting I.

FA7045 Figure Drawing: A 1-semester course; 3 credit hours. This course offers the student the opportunity to draw from a live model. Class sessions will explore different approaches to figure drawing, covering a variety of techniques and concepts (gesture drawing, contour line drawing, form, light and shade, movement, etc.). Students will be encouraged to experiment with a variety of materials, and to enlarge the scale of their work as the semester progresses. 4 class hours per week: 2 lecture hours and 2 lab hours per week.

FA7051 Introductory Photography: A 1-semester course; 3 credit hours. This course combines basic theory and practice. It covers camera controls, exposure, flash and artificial light, composition, and black and white darkroom techniques. Much of the material on the camera and aesthetics also applies to color photography. Students will need an adjustable 35mm camera. 2 class hours and 2 lab hours per week.

FA7052 Intermediate Photography: A 1-semester course; 3 credit hours. Advanced techniques and projects in both black and white, and color photography. Emphasis is on photographic self-expression and communications including publishing, exhibiting and commercial use of photographs. Topics include advanced printing controls, studio techniques, photojournalism, color printing, high contrast techniques and portraiture. Students may pursue one individual study topic. 2 class hours and 2 lab hours per week. **Prerequisite:** Introductory Photography or permission of the instructor.

FA7055 News Photography: A 1-semester course; 1 credit hour. A course on the practical application of photojournalism. Concentration is on providing eye catching photographs for newspapers, magazines, newsletters and other print media. Participants will regularly take and print pictures on assignment for the campus newspaper The Observer. Students will meet with instructor once a week to receive photo assignments and critique previous assignments. 1 class hour per week. **Prerequisite:** Introduction to Photography (may be taken concurrently) or permission of the instructor.

FA7060 Phototypesetting I: A 1-semester course; 3 credit hours. Exploration of current methods of typesetting technology on best available phototypesetting equipment. All aspects of design composition are covered, including markup, input, correction and output. This course covers the design, composition and camera-ready production of printed materials. 2 class hours and 2 lab hours per week.

FA7080 Color and Design: A 1-semester course; 3 credit hours. This foundation course will look at color through its physical properties as well as its expressive functions. The class will explore the properties of value, hue and intensity. The student will deal with problems in manipulating color as well as mixing it. Concern will be for the process of taking a color concept from idea to finished form. There will be emphasis on clarity of concept through quality of craftsmanship. 2 class hours and 2 lab hours per week.

FA7089 Dance Pedagogy: A 1-semester course; 3 credit hours. This is a course for prospective teachers of dance or for those preparing for a second career. Topics of study will include dance theory, prevention of dance injuries, and teaching methods for a wide variety of levels. An additional minimum of 12 hours of teaching on or off campus, will be required. 3 class hours per week. **Prerequisite:** Dance in Performance and permission of the instructor.

FA7090 Dance Repertory: A 1-semester course; 3 credit hours. A rehearsal format along with work on technique, this course will encompass traditional, modern, jazz and ballet repertoire and require participation in two performances. 4 class hours per week. **Prerequisite:** Dance in Performance and permission of the instructor.

FA7091 Dance in Performance: A 1-semester course; 3 credit hours. The course will include a review of the basic techniques of Modern Dance, advance to more involved training in technique, movement and improvisation, and focus on the principle of dance production. Students will be introduced to production areas such as choreography, programming, costuming, lighting, public relations, audiovisual, special effects and budget, and they will participate in the final performance of the semester, Still Point, given for the community. 3 class hours per week.

FA7094 Dance Composition: A 1-semester course; 3 credit hours. The course is designed to provide students with a broad perspective on

movement, choreography and composition, through the study of dance history and various choreographic techniques. Students will have the opportunity to create and perform their individual works in a student performance to be given at the end of the semester. 3 class hours per week.

FA7096 Graphic Design I: A 1-semester course; 3 credit hours. An introductory course to develop a basic understanding of the concept of graphic design as visual communication; the ability to apply fundamental design principles to typographic and pictorial elements to achieve a fully integrated visual message; and to take a concept from rough idea to final presentation for commercial reproduction. Consideration will also be given to the tools and media used in commercial design, layout and paste-up. 2 class hours and 2 lab hours per week.

FA7097 Graphic Design II: A 1-semester course; 3 credit hours. The course will focus on basic design skills applied to commercial reproduction, with attention to the function of advertising in our society. Effective use of image, lettering and color in layout and design will be a primary consideration. 2 class hours and 2 lab hours per week.

FA7099 Advanced Graphic Design: Desk Top Publishing: A 1-semester course; 3 credit hours. A continuation of the Introductory and Intermediate Graphic Design courses. Emphasis will be on introducing students to the field of desktop publishing. Students will be expected to learn how to specify type for ad layouts, books, book covers and similar projects. Computer graphics will be an integral part of this semester's work with specific projects to be done on the Macintosh computer. Output from the Laserwriter will be used in some projects for the final camera-ready art work. An emphasis will be placed on real-world applications. 2 lecture hours and 2 lab hours per week.

FA7110 Portfolio: A 1-semester course; 1 credit hour. This course will focus on developing a portfolio for purposes of further study or professional marketing. The student will develop an appropriate portfolio for his/her specific area of expertise (graphic design, illustration, photography) by working on assigned projects, selecting and presenting work, developing appropriate associated materials (e.g. resume, card, stationary, tear sheets or printed pieces). 1 class hour per week.

FA7121 Macintosh Design: A 1-semester course; 3 credit hours. An introduction to commercial art emphasizing computer illustration and type using the Macintosh computer as a tool for graphic design and desktop publishing. Content will include hands on practice with MacDraw II, MacPaint, MacWrite and/or Microsoft Word, and/or other graphics applications as the technology is updated. Hardware products discussed as needed. Word processing and/or graphic design background helpful but not required. 2 class and 2 lab hours per week.

FA7122 Publication Design: A 1-semester course; 3 credit hours. This course explores typography, page ingredients and creative visual communication while learning to create publications with Pagemaker software for the Macintosh computer. Knowledge of the Macintosh computer, a word processing program such as MacWrite or Microsoft Word, MacPaint and MacDraw II is required. 2 class and 2 lab hours per week.

FA7124 Advanced Publication Design: A 1-semester course; 3 credit hours. Introduction to graphic construction using Freehand, designing training manuals and books, designing presentational media using Persuasion or other software, advanced printing techniques, considerations in going to press, and expanding and linking hardware systems. 2 class hours and 2 lab hours per week. **Prerequisite:** Publication Design; Graphic Design I (may be taken concurrently).

FA7130 Animation: A 1-semester course; 3 credit hours. Emphasis will be on introducing students to computer animation, with specific projects to be done on the Macintosh computer. A strong background (Macintosh Design and Publication Design) in Macintosh software/hardware is mandatory. The main focus will be on mastering the tools and terms used in computer animation in order to design, illustrate and final edit animation clips. 2 class and 2 lab hours per week.

FA9001 Illustration I: A 1-semester course; 3 credit hours. The aim of the course is to give exposure to a variety of media used in commercial illustration, as well as to the different types of illustration including book, newspaper and current event. Developing drawing skills will be an integral part of the course. The history of illustration will be presented in order to understand it as communication from concept to finished product. 2 class hours and 2 lab hours per week.

FA9002 Illustration II: A 1-semester course; 3 credit hours. Illustration II will give students an opportunity to build on the conceptual and technical strategies of pictorial communication introduced in Illustration I. It will offer possibilities for refining graphic and aesthetic abilities, developing personal style, and applying those skills toward assignments with actual or simulated commercial applications. Students will be encouraged to start a professional portfolio and will be offered exposure to the business, as well as the art, of illustration. 2 lecture hours and 2 lab hours per week. **Prerequisite:** Illustration I.

French

FR4401/FR4402 Introductory French I & II: A 2-semester course; 3 credit hours per semester. For students who have not completed two years of secondary school French or the equivalent as determined by the department. An introduction to the basic grammatical patterns of French. Speaking, reading and writing in the French language. 3 class hours per week.

FR4451/FR4452 Intermediate French I & II: A 2-semester course; 3 credit hours per semester. For students who have completed two or more years of secondary school French or the equivalent as determined by the department, or who completed FR4401 and FR4402 successfully. A continued study of FR4401 and FR4402 language skills, emphasizing the development of reading ability. 3 class hours per week.

Geography

GE9511 Introduction to Geography: A 1-semester course; 3 credit hours. A survey of the earth's political, social, cultural, and economic patterns and their relationship to the earth's physical features. The course will stress the location of nations and cities, rivers and seas, and it will examine the history and current political situation of each major area of the world. It will also discuss the exploitation of earth's resources with a view toward maintenance and restoration. 3 class hours per week.

German

GM4401/GM4402 Introductory German I and II: A 2-semester course; 3 credit hours per semester. An adventure in German culture and communication. For students who have not completed two years of secondary school German or the equivalent as determined by the department. Audio-lingual emphasis. Introduction to grammatical patterns, speaking, reading and writing. 3 class hours per week.

GM4451/GM4452 Intermediate German I and II: A 2-semester course; 3 credit hours per semester. A further exploration of German life and language. For students who have completed two or more years of secondary school German or the equivalent as determined by the department, or who have completed GM4401 and GM4402. A workshop approach to the development of reading, speaking, translation and composition skills. 3 class hours per week.

Government

Note: Credit toward graduation will not be awarded for more than two of the following: Federal Government, State and Local Government, American Government and Politics.

GV3300 Introduction to Law: A 1-semester course; 3 credit hours. A survey of the structure, functions and development of the legal and judicial process with emphasis on legal concepts, terminology and case analysis. Attention will be given to historical background for Anglo/American practices. 3 class hours per week.

GV3301 U. S. Constitutional Law: A 1-semester course; 3 credit hours. Constitutional law is a formal body of rules which consist primarily of decisions and opinions of the U. S. Supreme Court. It is the study of factual background, both historical and contemporary, of major Supreme Court cases to gain an analytical framework by which to understand the standards and tests applied by the Court in reaching decisions. Emphasis is on U. S. Governmental structure and relationships, including relationships with state and local governments. 3 class hours per week. **Prerequisite:** Any previous course with a GV prefix passed with a grade of C- or better or permission of the instructor.

GV3310 American Government and Politics: A 1-semester course; 3 credit hours. A survey of the structure and operations of the Federal gov-

ernment as well as state government. The course will include the relationship of the three branches of the federal government to each other and to the state governments. U.S. and state constitutions and their interpretations will be discussed. Emphasis is given to American political traditions, parties, processes, and a range of governmental policies. **Note:** This course is designed to meet the requirements of state law for students who intend to transfer to Massachusetts state colleges. 3 class hours per week.

GV3312 Introduction to Political Science: A 1-semester course; 3 credit hours. A descriptive survey of the general principles of politics. Emphasis is given to the development of politics in society, the major political traditions and ideologies, and comparative governmental systems including institutions, political organization and behavior, and a select range of government policies. 3 class hours per week.

GV3313 The Federal Government: A 1-semester course; 3 credit hours. The structure, functions, and procedures of the legislative, judicial, and administrative branches of the Federal Government will be analyzed within the context of the Constitution of the United States. Emphasis will be given to the structure and function of the various branches of government as well as their interrelationships and the effect of other factors on their functions. 3 class hours per week.

GV3314 State and Local Government: A 1-semester course; 3 credit hours. The structure, functions, politics, and problems of state and local government will be dealt with in an attempt to become aware of the functions and operations of state and local government. Special emphasis will be given to the identification and definition of problem areas in an attempt to better understand the issues involved as well as to deal with possible solutions. 3 class hours per week.

GV3315 Civil Rights and Liberties: A 1-semester course; 3 credit hours. Course deals with the role of individual rights and liberties in American society within the framework of the United States Constitution. The paradox of freedom is essentially the core around which lectures, discussion and research will be conducted. It is advisable to take this course after having completed a course in federal government. 3 class hours per week. **Prerequisite:** Any previous course with a GV prefix passed with a grade of C- or better or permission of the instructor.

GV3350 Soviet Politics and Society: A 1-semester course; 3 credit hours. This course will examine the political organization of the Soviet Union and the impact of politics on society. After some historical background, the course will focus on a variety of topics including the structure of the government, the role of the communist party, the organization of the economy, social services, class structure and human rights. 3 class hours per week.

Health Services

HS6651 Introduction to Health Services: A 1-semester course; 3 credit hours. A survey course to provide the student with a comprehensive overview of the health care delivery system and its integration with the community. Some of the topics to be covered are orientation to health professions, organizational patterns of health care, financing of health care, proposed state and federal legislation and medicolegal standards. Field trips and guest lecturers may be utilized. 3 class hours per week.

HS6710 Emergency Medical Technician: A 1-semester course; 7 credit hours. Specialized training for employees or volunteer members of public or private organizations having a responsibility for delivery of emergency care. The course is conducted by the college in cooperation with the Merrimack Valley Emergency Medical Council, Inc. Training areas covered will be respiration and resuscitation; medical and environmental emergencies, including unscheduled childbirth; injuries to the skull, brain, neck and spine; and bleeding, wounds and shock. Students must pass this course in order to be eligible to take the State Registry Exam for Emergency Medical Technicians. 7 class hours per week.

History

NOTE: A sequence of Western Civilization I & II or World Civilization I & II is recommended. Transfer Institutions should be consulted by the student as to their respective preferences. However, in no case will students be given credit for both Western Civilization I and World Civilization I or both Western Civilization II and World Civilization II.

HI9900 The Contemporary World: A 1-semester course; 3 credit hours. A survey of important political, social, economic and cultural developments in the world since 1945. Emphasis will be placed on the nuclear arms race, the Cold War, upheaval and transformation in the Third World, and the rearrangement of the world balance of political and economic power. 3 class hours per week.

HI9901 Western Civilization I: A 1-semester course; 3 credit hours. A survey of the major historical developments and trends in Western Civilization from their origins to 1715, with emphasis on the formation and evolution of the social, political, economic, religious, and cultural institutions of ancient medieval and early modern Europe. 3 class hours per week.

HI9902 Western Civilization II: A 1-semester course; 3 credit hours. A survey of the major historical developments and trends in Western Civilization from 1715 to the present, with emphasis on the evolution of social, political, economic, religious, and cultural institutions in modern Europe. 3 class hours per week.

HI9904 World Civilization I: A 1-semester course; 3 credit hours. A survey of the major world civilizations from their origins to 1500, stressing and interpreting social, cultural, intellectual, religious, economic and political developments of European, African, Asian, and Amerindian societies and their contributions to human kind. 3 class hours per week.

HI9906 World Civilization II: A 1-semester course; 3 credit hours. A survey of the major world civilizations from 1500 to the present, stressing social, cultural, intellectual, religious, economic and political developments of European, African, Asian, and Amerindian societies, their contributions to humankind and interaction. 3 class hours per week.

HI9913 U.S. History I: A 1-semester course; 3 credit hours. A survey of United States history from colonial times through the Civil War. Traces and development of political, social, cultural and economic institutions. 3 class hours per week.

HI9914 U.S. History II: A 1-semester course; 3 credit hours. A survey of United States history from reconstruction to the present. Examines political, social, cultural and economic institutions of the U.S. Focuses on the extension of those institutions through imperialism and the challenges to them by the depression and two world wars. 3 class hours per week.

HI9916 Recent U.S. History: A 1-semester course; 3 credit hours. Seminar on American history since World War II. Directed readings and emphasis on the major areas of recent national concern such as the "welfare state," foreign affairs, changes in American society, the "urban crisis" in the postwar years, etc. In addition, projects, the intent of which is to depict some perspectives on contemporary America, are assigned. 3 class hours per week.

HI9917 The Family in History: A 1-semester course; 3 credit hours. An analysis of the changes in the structure and functions of the family in Western Europe and America from the 16th century to the present. Special emphasis will be placed upon the impact of industrialization and modernization upon the family and its individual members. 3 class hours per week.

HI9953 Modern China and Japan: A 1-semester course; 3 credit hours. A survey of Chinese and Japanese history and related areas from around 1800 to the present. This course will begin by exploring the nature of traditional China and Japan on the eve of confrontation with the West, their contrasting responses to Western power and ideas, and their attempts at reconciling traditional and modern ideas and institutions; it will then proceed to examine the emergence of nationalism in China and Japan, the triumph of revolution in China and the establishment of the People's Republic, and the growth of Japan into a modern industrial state. 3 class hours per week.

HI9955 Minority Groups in America: A 1-semester course; 3 credit hours. Seminar on the contributions and difficulties of religious, racial, ethnic and other minority groups in the pluralistic American Society from colonial times to the present. Particular attention will be given to the following groups: Catholic and Jewish, American Indian, Negro and Puerto Rican, and southern European and Oriental. Students will research, write and present individual reports. 3 class hours per week.

HI9956 American Foreign Policy: A 1-semester course; 3 credit hours. A survey of United States foreign affairs from revolutionary times to the present. Special emphasis on America's emergence as a world power and her relationship with Europe, Latin American and the Far East. Attention will be paid to the developing roles of the President and the State Department, Congress and international organizations in our foreign policy. 3 class hours per week.

HI9958 History of the Soviet Union: A 1-semester course; 3 credit hours. Study of Russia since the overthrow of the Czar in March 1917. Special emphasis is placed on the origin of Russian Communism, the role of Lenin and Stalin in adapting Communism to Russian conditions, the evolution of Communism since Stalin's death in 1953, and Soviet foreign policy, especially since World War II. 3 class hours per week.

HI9959 History of Latin America: A 1-semester course; 3 credit hours. A survey of the historical development of Latin America from the preconquest societies to the present time. Emphasis is placed on the contributions made by the Indian traditions, the European conquerors, and the fusion of these two elements in the years following independence. The relationship between the United States and Latin America will be given special attention. 3 class hours per week.

HI9960 The Modern Middle East: A 1-semester course; 3 credit hours. An introductory survey of the social, political, intellectual, religious, and economic forces that have shaped the contemporary Middle East. In addition to considering the Talmadic and Ottoman backgrounds and influences common to most of the countries in the Middle East, each of the principal countries in this region will be examined separately. Special attention will be given to the problems resulting from the interaction of traditional indigenous elements and modern external forces among Arabs, Jews, Persians and Turks. 3 class hours per week.

HI9962 Women's History: Giving the Majority Its Past: A 1-semester course; 3 credit hours. Women's experience has always made up half the past, thus, their lives and concerns are as important in the study of history as those of men. Introducing students of both sexes to admirable people, male and female, is important, both for an understanding of what was possible and achieved in former times, and what one can become in today's world, drawing on that past heritage. This course examines those cultural assumptions by which a society measures the significance of all our lives. What do our instructional institutions (family, church, schools and media) teach us about individual values: what is expected of a little girl when she grows up and a little boy when he matures? Are these expectations realistic or biased? Does a double standard in income, morality and opportunity

still exist? Women's history raises such questions and offers a challenge to teachers and students alike. The particular emphasis in period and culture will be determined by the instructor. 3 class hours per week.

Hotel & Restaurant Management

HR6610 Introduction to Hospitality Management: A 1-semester course; 3 credit hours. Introduction of hospitality-related topics as they apply to the organization of hotels and restaurants: management, marketing, cost control and service. 3 class hours per week.

HR6620 Hotel and Motel Management: A 1-semester course; 3 credit hours. Through an examination of the various operational divisions of hotel/motel management, the student is given a comprehensive managerial overview of the business. Topics include organization, control, planning, financial management, safety, insurance, and marketing and sales. 3 class hours per week.

HR6630 Food and Beverage Management: A 1-semester course; 3 credit hours. The study of food and beverage management and marketing systems, menu-planning, purchasing, production, service and control. 3 class hours per week.

HR6635 Front Office Procedures: A 1-semester course; 3 credit hours. A study of the flow of operations and functions performed at the front desk in the hospitality industry with a comparison of manual, machine-assisted and computerized methods for each procedures. 3 class hours per week.

HR6640 Hotel and Restaurant Law: A 1-semester course; 3 credit hours. A study of the laws applicable to hotel, motel and restaurant operations. Topics include state statutes and law governing innkeepers' liability, the policy of disclaimer of liability, safety in service, and responsibilities to registered and non-registered guests. 3 class hours per week.

HR6645 Hospitality Seminar: A 1-semester course; 2 credit hours. A course designed to study current issues in the hospitality industry. Guest speakers from the field and a review of the literature of recent trade journals will be featured. 2 class hours per week.

Humanities

HU4000 Introduction to Humanities: A 1-semester course; 3 credit hours. Through thematically selected works of literature, film, music, art, religion, and philosophy, this team-taught course focuses on the individual's concept of self (identity, purpose, goals, destiny) and the individual's relationship to community (ethics, values, justice) as explored in the traditional and nontraditional intellectual and artistic heritage of humanity. 3 class hours per week.

HU4011 Art, Math and Nature: A 1-semester course; 3 credit hours. This team-taught course, a joint venture of Bradford College and Northern Essex, explores the connections and relationships that exist in the world of nature, the world of forms and the world of ideas. It also examines the use of mathematics as an artistic tool for both two and three-dimensional design. 3 class hours per week.

Interpreter Training

IN1010 Introduction to the Deaf Community: A 1-semester course; 3 credit hours. An introductory course examining various aspects of the deaf community. Addresses the value of: American Sign Language and the culture it reflects, various professions within the deaf community, legislation impacting deaf people, an overview of educational approaches/controversies and linguistic variables within the deaf community, activities and current events relating to the deaf population, and lastly, the hearing mechanism, hearing disorders and audiological assessments and their ramifications within the deaf community. 3 class hours per week.

IN1030 Introduction to the Interpreting Field: A 1-semester course; 3 credit hours. Provides general information about the field of interpreting; stressing the importance of a professional attitude toward interpreting, especially as developed through observance of ethical standards. Understanding these aspects of interpreting is enhanced through participation in an observation practicum. 3 class hours per week. **Prerequisite:** American Sign Language I with a grade of C or higher.

IN1041 Introduction to Practicum: A 1-semester course; 2 credit hours. Emphasizes the important aspects of professional interpreting (e.g., physical factors, mode of communication

employed, professional attitude and approach to assignment, etc.). The field experience will provide both the opportunity to observe the material discussed in the classroom and to participate in actual interpreting situations. 1 classroom seminar plus 4 field hours per week. **Prerequisite:** American Sign Language I with a grade of C or higher, simultaneous enrollment in American Sign Language II and Introduction to the Interpreting Field or with coordinator's approval.

IN2029 Interpreting: A 1-semester course; 4 credit hours. Designed to develop a broad base of competency and performance skills in transliterating and interpreting. Emphasis is on an in-depth study of the principles of interpreting and their incorporation into specific interpreting situations. 3 class hours and 3 lab hours per week. **Prerequisite:** Introduction to the Interpreting Field, American Sign Language II with a grade of C or better, and simultaneous enrollment in American Sign Language III, or with coordinator's approval.

IN2033 Advanced Interpreting: A 1-semester course; 4 credit hours. Involves further emphasis on developing competency and skills in transliterating and interpreting. A variety of learning activities aimed at strengthening interpreting techniques are conducted. 3 class hours and 3 lab hours per week. **Prerequisite:** Introduction to the Interpreting Field, Interpreting, and American Sign Language III with a grade of C or better.

IN2039 Practicum I: A 1-semester course; 3 credit hours. Emphasizes the means for successful performance in professional interpreting situations. Field experience allows students to put theory into practice by providing opportunities for participation in various interpreting settings. 1 class hour plus 8 field hours per week. **Prerequisite:** Introduction to Practicum with a grade of C, simultaneous enrollment in Interpreting and American Sign Language III, and coordinator's approval.

IN2041 Practicum II: A 1-semester course; 3 credit hours. Provides advanced students with the opportunity to function in actual interpreting situations with professional advice and support. This supervised work experience is to be the final phase of preparation prior to entry into the field of professional interpreting. 1 class hour plus 8 field hours per week. **Prerequisite:** Practicum I, American Sign Language III and Interpreting with a grade of C or higher, simultaneous enrollment in Advanced Interpreting, and coordinator's approval.

Italian

IT4401/IT4402 Introductory Italian I and II: A 2-semester course; 3 credit hours per semester. For students who have not completed two years of secondary school Italian or the equivalent as determined by the college. Audio-lingual emphasis. Introduction to grammatical patterns, reading and writing. 3 class hours per week.

Keyboarding

TW6600 Computer Keyboarding I: A 1-semester course; 1 credit hour. This course is designed to teach keyboarding skills to students entering a variety of fields such as computer science, data processing, accounting or any occupation that utilizes a keyboard similar to a typewriter to input information. 2 class hours per week.

TW6602 Computer Keyboarding II: A 1-semester course; 1 credit hour. This course continues the development of basic keyboarding skills started in Keyboarding I, with emphasis on improving speed and accuracy on typewriters, computer terminals, and other automated equipment. This course will prepare students for the growing variety of jobs which require keyboarding skills to input information accurately and quickly. 2 class hours per week. **Prerequisite:** Computer Keyboarding I or equivalent.

TW6640 Keyboarding I: A 1-semester course; 3 credit hours. This course is designed to develop touch control of the keyboard and proper typewriting techniques. Concentration on building speed and accuracy skills. This course is designed to emphasize the application of these skills to common business correspondence. 3 class hours per week.

TW6641 Keyboarding II: A 1-semester course; 3 credit hours. Extension of typewriting skills to higher performance levels. Emphasis on production typing including basic reports, term papers, special features of business letters, and simulated office projects. 3 class hours per week. **Prerequisite:** TW6640 or equivalent with a grade of C or better.

Language

LN1001 Introduction to Language: A 1-semester course; 3 credit hours. A general overview of the study of language to include: the origin and development of language; the universal properties of language; language acquisition; dialects; meaning changes; and semantics. Various languages, American Sign Language, and history of the English language will be discussed. 3 class hours per week.

Law

LW6630 Business Real Estate Law: A 1-semester course; 3 credit hours. This course treats the area of American Law that applies to the business of Real Estate. The focus is in four major areas of Real Estate: (1) the general nature of the legal system and real property; (2) the transfer of real estate; (3) land use regulations; and (4) landlord and tenant law. The substance of the material covered combines lectures, text, short case summaries, actual court case decisions and problems. 3 class hours per week.

LW6640 Introductory Seminar for Paralegals: A 1-semester course; 1 credit hour. An introductory seminar to prepare paralegal students for the study of law-related subjects and the use of legal materials. Emphasis will be placed on practical matters with regard to notetaking and analysis. Also, an overview of career expectations and employment opportunities for Paralegals. Special consideration will be given to the ethics of the paralegal profession. 1 class hour per week. Students not enrolled in the Paralegal Program need permission of the program coordinator to enroll in this course.

LW6642 Advanced Seminar for Paralegals: A 1-semester course; 1 credit hour. To prepare paralegal students for employment upon graduation from the program and specifically to acquaint them with the practical aspects of their future profession. Special consideration will be given to the ethical and legal aspects of performing paralegal functions without stepping over the bounds into the actual practice of law. Job search strategies and interview techniques will also be stressed. 1 class hour per week. Students not enrolled in the Paralegal Program need permission of the program coordinator to enroll in this course.

LW6651 Business Law I: A 1-semester course; 3 credit hours. A course presenting an integrated approach to the "legal environment of business"

with a fresh up-to-date introduction to those aspects of our legal system which cut across all areas of law, establishing a vital foundation for understanding the substantive subjects such as the American system of jurisprudence, constitutional law, the dual court system, administrative agencies, consumer protection, environmental law, the Uniform Commercial Code, torts and crimes, and a thorough understanding of the Law of Contracts. 3 class hours per week.

LW6652 Business Law II: A 1-semester course; 3 credit hours. A continuation of LW6651 developing a basic understanding and application of the Uniform Commercial Code consisting of sales, commercial paper, Law of Agency, banking, Letter of Credit, bulk transfer, documents of title, investments and secured transactions, and a general understanding of business organizations, bankruptcy, and estates and trusts. 3 class hours per week. **Prerequisite:** LW6651.

LW6653 Real Estate Law: A 1-semester course; 3 credit hours. This course is designed to introduce the student to the fundamentals of real estate law and practice. The content will develop antecontractual considerations, suggested forms and content of a real estate contract, closing requirements, and title searches and provisions. Emphasis will be placed on title abstracting and on residential closing procedures in order to enable the student to prepare independently a title abstract and all closing papers ready for the attorney's review. Strongly recommend that students take GV3300 Introduction to Law prior to or simultaneously with this course. 3 class hours per week. **Prerequisite:** LW6670 Legal Research and Drafting. Students not enrolled in the Paralegal program need permission of the program coordinator to enroll in this course.

LW6661 Litigation: A 1-semester course; 3 credit hours. This course is designed to provide the student with background in the structure, jurisdiction and procedure of the state and federal courts. Students will learn to interview clients, research and investigate facts, prepare motions and other litigation materials and become familiar with discovery procedures available under the Rules of Procedure and Rules of Evidence. It is strongly recommended that GV3300 Introduction to Law be taken prior to this course. 3 class hours per week. **Prerequisite:** LW6670 Legal Research and Drafting. Students not enrolled in the Paralegal program need permission of the program coordinator to enroll in this course.

LW6662 Wills, Estates, & Trusts: A 1-semester course; 3 credit hours. This course is designed to introduce the student to a survey of estate administration, the proper court and probate proceeding, including wills (probate and administration), distribution, descent, fiduciary accounting, and many different kinds of trusts. It is strongly recommended that GV3300 Introduction to Law be taken prior to or simultaneously with this course. 3 class hours per week. **Prerequisite:** LW6670 Legal Research and Drafting. Students not enrolled in the Paralegal program need permission of the program coordinator to enroll in this course.

LW6663 Corporate Law: A 1-semester course; 3 credit hours. This course treats corporation formation and structure, stockholders' and directors' meetings, corporate financing (stock and other securities, charter amendments and changes in corporate structure), reorganization, dissolution, liquidation, employment and compensation. Students will acquire functional skills including preparing of articles of incorporation, satisfying state filing requirements, preparing necessary documentation for mergers and new acquisitions, and preparing registration materials for regulatory agencies. It is strongly recommended that GV3300 Introduction to Law be taken prior to or simultaneously with this course. 3 class hours per week. **Prerequisite:** LW6670 Legal Research and Drafting. Students not enrolled in the Paralegal program need permission of the program coordinator to enroll in this course.

LW6664 Domestic Law: A 1-semester course; 3 credit hours. This course is designed to teach the student to handle sensitive client interviews and to draft the pleadings necessary to the general practice of domestic law. The student should learn and understand procedures and practices relating to parental prerogatives, marriage, separation, divorce, custody and support, adoption and guardianship, and be able to draft the pleadings and do preliminary research pertaining to these aspects of family law. It is strongly recommended that GV3300 Introduction to Law be taken prior to or simultaneously with this course. 3 class hours per week. **Prerequisite:** LW6670 Legal Research and Drafting. Students not enrolled in the Paralegal program need permission of the program coordinator to enroll in this course.

LW6665 Taxation: A 1-semester course; 3 credit hours. This course is designed to introduce the student to the historical development of

federal tax law and the underlying rationale for U.S. and state tax systems. Tax concepts as they relate to procedural and substantive aspects for filing and executing individual, corporate, partnership and fiduciary tax returns (income estate and gifts) will be discussed. Abstracting data for tax audits, appellate procedures and judicial determination, as well as updates to reflect changes in the tax law are included. (This is not a tax preparation course.) It is strongly recommended that GV3300 Introduction to Law be taken prior to or simultaneously with this course. 3 class hours per week. **Prerequisite:** LW6670 Legal Research and Drafting and LW6663 Corporate Law. Students not enrolled in the Paralegal program need permission of the program coordinator to enroll in this course.

LW6670 Legal Research and Drafting: A 1-semester course; 4 credit hours. The purpose of this course is to introduce the student to the use of the law library and legal materials including law review articles and legal encyclopedias. The student will receive practical experience in the research and preparation of case briefs and memoranda on legal issues with emphasis on the laws of the Commonwealth of Massachusetts and its court system. Students will be required to use area law libraries to complete many assignments. Computer-aided legal research and an occasional field trip will be integral parts of the course. Limited to 20 students. 4 class hours per week. **Prerequisite:** Students must qualify at the English Composition I level. Students not enrolled in the Paralegal Program need permission of the program coordinator to enroll in this course.

Machining and Tooling Technology

TE1000 Blueprint Reading: A 1-semester course; 3 credit hours. Instruction and practical applications in reading and interpreting blueprint lines, symbols and views using visualization. 3 class hours per week.

TE1010 Machining and Tooling Technology I: A 1-semester course; 3 credit hours. Emphasis on operation of lathes, drill presses and vertical milling machines; also reviews hand tools, precision measuring, material selection, calculations, inspection, planning, and safety. 2 class hours and 2 laboratory hours per week.

TE1011 Machining and Tooling Technology II: A 1-semester course; 3 credit hours. Emphasis on precision surface grinding, horizontal milling, advanced vertical milling, and advanced turning operations. Introduction to heat treating, hardness testing, and electrical discharge machines. 2 class hours and 2 lab hours per week. **Prerequisites:** TE1010 Machining and Tooling Technology I; MA5610 Shop Geometry & Trigonometry (may be taken concurrently) or waiver by exam.

TE1012 Manufacturing Processes: A 1-semester course; 2 credit hours. Introduction to machining and other industrial manufacturing processes including operations, industrial materials, equipment and process capabilities, manufacturing process packages, modern management techniques and advanced technologies and their applications. 2 class hours per week. **Prerequisite:** Principles of Computer Numerical Control I (may be taken concurrently) or equivalent experience.

TE1013 Machining and Tooling Technology III: A 1-semester course; 3 credit hours. Advanced techniques and hands-on activities for turning machines, vertical and horizontal milling, grinding, gears, and tool and die design. Other advanced and nontraditional processes also introduced. 2 class and 2 lab hours per week. **Prerequisite:** Machining and Tooling Technology II or equivalent experience.

TE1015 Geometric Tolerancing and Advanced Blueprint Reading: A 1-semester course; 3 credit hours. Reviews advanced blueprints including drawing formats, numbering systems, change control and print control systems. Introduces basic geometric tolerancing characteristics and symbols, tolerances of form and location, datums, and quality control gaging. 3 class hours per week. **Prerequisite:** Blueprint Reading; Machining and Tooling Technology II (may be taken concurrently).

TE1019 Principles of Computer Numerical Control II: A 1-semester course; 3 credit hours. Emphasis on advanced concepts including manual CNC programming, FAPT and APT programming languages, CNC sheetmetal punch press programming, Direct Numerical Control, and the relationship of advanced manufacturing processes to CNC programming. 3 class hours per week. **Prerequisite:** Principles of Computer Numerical Control I.

TE1020 Principles of Numerical Control I: Introduces controlling of machine tools by manual and CNC programming. Includes controlling systems by numerical data, operations, tapes, manual point to point programs, basics of computer numerical control and G and M codes. 3 class hours per week. **Prerequisite:** Machining & Tooling Technology II (may be taken concurrently) or equivalent experience.

TE1025 Measurements and Production Quality: A 1-semester course; 3 credit hours. Emphasis on applications of precision measuring instruments to shop production and quality, including hand measuring tools, gages and comparators. Includes introduction to production quality management in a "total quality" environment. 3 class hours per week. **Prerequisite:** MA5610 Shop Geometry & Trigonometry or equivalent.

Management

MG6620 Introduction to Total Quality Management: A 1-semester course; 3 credit hours. Introduces the principles of companywide quality management including the theories of Deming, Ishikawa, Juran, Crosby and others. Students will apply various tools for process improvement to work-related problems. 3 class hours per week.

MG6625 Planning for Total Quality Management: A 1-semester course; 3 credit hours. Introduces principles, strategies and tools for planning a companywide quality program including Hoshin and other planning models, company self appraisal techniques, employee involvement and product/process development. 3 class hours per week. **Prerequisite:** Introduction to Total Quality Management (may be taken concurrently) or equivalent experience.

MG6630 Management of Total Quality Systems: A 1-semester course; 3 credit hours. Introduces principles and systems for implementing and managing companywide quality practices, including standardization, supplier quality, production systems, support systems, employee involvement, and continuous improvement. 3 class hours per week. **Prerequisite:** Introduction to Total Quality Management or equivalent experience.

MG6633 Process Control and Improvement: A 1-semester course; 3 credit hours. Introduces methods of managing production within acceptable limits, identifying causes of unacceptable products, preventing defects, and improving processes. Primary focus on Statistical Process Control; also includes graphical problem solving tools, source inspection and poka-yoke systems, team process improvement techniques, and suggestion systems for waste elimination. 3 class hours per week. It is recommended that Introduction to Total Quality Management be taken prior or concurrent to this class.

MG6640 Advanced Systems for Total Quality Management: A 1-semester course; 3 credit hours. Introduces advanced companywide quality management concepts and systems: the seven management and planning tools, Quality Function Deployment, Total Productive Maintenance, and Taguchi Design of Experiments. 3 class hours per week. **Prerequisite:** Introduction to Total Quality Management or equivalent experience.

MG6651 Industrial Management: A 1-semester course; 3 credit hours. Overview of manufacturing operations. All aspects of the production function are discussed: capital investment, assembly-line operation, plant location, product design, time study, purchasing and other topics. 3 class hours per week.

MG6653 Industrial Purchasing: A 1-semester course; 3 credit hours. The course provides a comprehensive knowledge of modern purchasing practices. It combines analysis of the fundamental purchasing principles with analytical descriptions of the latest developments and techniques. The fundamentals of the buying process are related to the new expanded role of the purchasing department. Students are given the opportunity to test their understanding of what has been covered by the inclusion of case problems drawn from contemporary industry. 3 class hours per week.

MG6654 Purchasing I: A 1-semester course; 3 credit hours. This course is designed as the first of two offerings in purchasing management technology. Emphasis will be placed on the management and in-house organization of the purchasing department. Topics include: purchasing procedures, information flow systems, standards and specifications, quality and inspection, and decision-making techniques for quantity considerations, supplier selection and price determination. 3 class hours per week.

MG6655 Purchasing II: A 1-semester course; 3 credit hours. A continuation of Purchasing I, this course will cover additional topics in purchasing technology. Contents include: ethics and the law, negotiations, capital goods, commodities and foreign purchasing, disposal of surplus, transportation, research, planning and budgeting, and performance evaluation. 3 class hours per week. **Prerequisite:** Purchasing I.

MG6666 Principles of Management: A 1-semester course; 3 credit hours. An introduction to the principles and practices of management, with emphasis on the management functions of planning, organizing, staffing, directing and controlling. The course serves the dual purpose of giving the students a basic foundation of management concepts and an understanding of the organization within which they must work. 3 class hours per week.

MG6670 Negotiations in Business: A 1-semester course; 3 credit hours. This course is designed to provide the student with an understanding of various negotiating techniques and their application in different circumstances. Discussions include why these techniques work, how they work, when they should be used and how to defend against their misuse. Purchasing professionals need these skills in the daily performance of their duties; other managers will benefit from these techniques as well. 3 class hours per week.

MG6676 Personnel Management: A 1-semester course; 3 credit hours. Principles and human relations problems involved in the administration of personnel. Topics include job analysis and specification, recruitment, selection and training, job evaluation, supervision of employees, and salary and wage administration and labor relations. 3 class hours per week.

MG6686 Small Business Management: A 1-semester course; 3 credit hours. This course will cover the challenges and objectives of owning a small business. It will identify the types of individuals who ought to consider self-entrepreneurship as well as what type of business one should enter. Full planning and executing of the start-up of a small business and/or entering an existing business. Planning, organizing, directing and controlling the activities of the firm. 3 class hours per week.

MG6690 Introduction to Management Information: A 1-semester course; 3 credit hours. This course is designed to provide a descriptive and functional definition of management infor-

mation concepts. The organization will be viewed as a total system with three subsystems: management, operations and information. The student will identify and examine the interactions of the information subsystem, scheduling, production, inventory, sales, purchasing, planning, finance, accounting and personnel. The student will become familiar with information requirements of an organization and the interactions of systems hardware, software and data management. 3 class hours per week.

MG7701 Principles of Materials Management: A 1-semester course; 3 credit hours. This course is designed to introduce the student to materials management. From a broad review of the growth of modern material control theories and principles, this course progresses to a detailed review of the major functional areas within materials: production control, inventory control, purchasing, shipping, receiving, stockrooms and traffic. 3 class hours per week.

MG7704 Inventory Management: A 1-semester course; 3 credit hours. This course includes a study of general inventory management, inventory management systems, and finished goods distribution. General inventory management addresses objectives and decisions, accounting and control of inventory, and the relationship of inventory management to other business functions. Inventory management systems deals with the mathematical models used to describe and predict inventory results. Finished goods distribution develops the procedures and rules used to achieve inventory results in this area. 3 class hours per week. **Prerequisite:** Principles of Materials Management or equivalent field experience.

MG7705 Master Planning: A 1-semester course; 3 credit hours. This course covers two related areas: forecasting, which is concerned with future predictions, and master scheduling, which is concerned with the preparation and maintenance of an anticipated build schedule and master game plan. 3 class hours per week. **Prerequisite:** Principles of Materials Management or equivalent field experience.

MG7706 Material Requirements Planning: A 1-semester course; 3 credit hours. This course covers the principles of material requirements planning or MRP, a timed-phased planning technique that combines two ideas: calculation of dependent demand for component items and the addition of timing to inventory status data.

Three class hours per week. **Prerequisites:** Principles of Materials Management or equivalent field experience.

MG7720 Production and Capacity Management: A 1-semester course; 3 credit hours. This course provides the student with an understanding of the techniques and principles used by managers to plan and control factory capacities, and to schedule, control and assess the effectiveness of production operations. 3 class hours per week. **Prerequisite:** Principles of Materials Management or equivalent field experience.

MG7730 Just-In-Time Manufacturing: A 1-semester course; 3 credit hours. This course provides the student with a thorough understanding of the principles of Just In Time manufacturing, its many aspects and its implementation. **Prerequisites:** Principles of Materials Management or equivalent field experience.

Marketing

MK6678 Principles of Marketing: A 1-semester course; 3 credit hours. Introduction to marketing with emphasis placed on the firm as a marketing system which must survive in its external environment of markets, resources and the general society. The concepts of market segmentation, corporative objectives, marketing strategies and marketing information systems will be stressed. 3 class hours per week. **Prerequisite:** BU4400 Introduction to Business.

MK6679 Advertising: A 1-semester course; 3 credit hours. Analysis of buying motives and the development of various advertising appeal. Planning, budgeting and testing of phases of the program and the several advertising media. 3 class hours per week.

MK6680 Intro Retailing Management: A 1-semester course; 3 credit hours. Basic elements of retail merchandising. Types and organization of retail outlets. Buying, pricing, dollar and unit stock control, sales promotion, and expense budgets. 3 class hours per week.

MK6681 Salesmanship: A 1-semester course; 3 credit hours. Fundamentals of salesmanship by studying the behavioral aspects of the persuasion process; a systematic approach to selling which the student can use to develop the techniques which fit his own personality and particular situation. 3 class hours per week.

MK6682 Case Studies in Marketing: A 1-semester course; 3 credit hours. Students will learn to analyze, prepare, present and discuss marketing case studies. Case problems will be presented to students to enable them to understand and solve problems involving market segmentation, market research, pricing, product strategy, promotion, physical distribution and channel management. 3 class hours per week. **Prerequisite:** MK6678 or equivalent with permission of instructor.

Mathematics

MA0020 Basic Mathematics: A 1-semester course; 3 credit hours. The course is designed to provide basic mathematics skills required in other courses. Topics include complete review of arithmetic and introduction to algebra and geometry, emphasizing practical applications. This course may not be used to satisfy mathematics requirements for the associate degree in Liberal Arts or General Studies. **This course is considered a developmental course and does not carry graduation credit.** 3 class hours and 1/2-hour computer lab per week.

MA0030 Basic Algebra: A 1-semester course; 3 credit hours. The course is designed to prepare students for other courses which require basic skills in algebra. Topics include number systems, line equations, polynomials, factoring, and applications. This course may not be used to satisfy mathematics requirements for the associate degree in Liberal Arts or General Studies. **This course is considered a developmental course and does not carry graduation credit.** 2 class hours and 2 lab hours per week. **Prerequisite:** Basic arithmetic competency.

MA0551 Basic Geometry: A Lab Course: A 1-semester course; 1 credit hour. The course is designed as an introduction for students with a limited background in the basic concepts of Geometry. Topics include lines, triangles, circles, areas of plane figures, parallelograms and volumes. All students must attend individualized lab sessions a minimum of 2 hours per week. However, the number of extra hours that any particular student spends in the lab is dependent on his beginning skills level. **This course is considered a developmental course and does not carry graduation credit.**

MA5501 Intermediate Algebra: A 1-semester course; 3 credit hours. The course is designed as

a sequel to Basic Algebra or as a first course for students who have had at least one year of high school algebra. Topics such as algebraic fractions, systems of linear equations, inequalities and quadratic equations will be included. This course will not carry graduation credit in some programs. (For example, Engineering and Technology programs, Liberal Arts, General Studies.) Check individual programs for math requirements. **Prerequisite:** One year of high school algebra or a "C" or better in Basic Algebra.

MA5506 Statistics: A 1-semester course; 3 credit hours. Set theory approach to probability. Descriptive statistics. Probability distributions. Sampling inferences from statistics. Hypothesis testing. Linear regression and correlation. 3 class hours per week. **Prerequisite:** Two years of high school algebra or "C" or better in MA5615 or equivalent.

MA5520 Liberal Arts Mathematics I: A 1-semester course; 3 credit hours. This course surveys some of the important ideas in mathematics. Topics such as problem solving by inductive and deductive reasoning, mathematical logic and number systems are included. 3 class hours per week.

MA5525 Liberal Arts Mathematics II: A 1-semester course; 3 credit hours. This course explores some of the interesting and useful aspects of mathematics such as probability, statistics, topology, mathematical modeling and the philosophy of mathematics. 3 class hours per week.

MA5614 Introduction to Discrete Mathematics: A 1-semester course; 3 credit hours. An introduction to the study of finite systems. Topics will include logic and sets, relations and functions, mathematical induction and proofs, combinatorics, probability, matrices, graphs and digraphs. Special emphasis is given to applications in the computer science field. 3 class hours per week. **Prerequisite:** 2 years of high school Algebra or equivalent.

MA5615 College Algebra: A 1-semester course; 3 credit hours. The course is designed as a sequel to Intermediate Algebra or as a first course for students who have had at least two years of high school algebra. Topics such as functions, fractional equations, and exponential and logarithmic functions will be included. It will prepare students for Quantitative Methods and the Calculus for Business/Social/Life Sci-

ences sequence as well as for higher level algebra based courses. Credit not given for both MA5615 College Algebra and MA5621 College Algebra and Trig. 3 class hours per week. **Prerequisite:** Two years of high school algebra or a "C" or better in MA5501 Intermediate Algebra, or permission of the instructor.

MA5616 Shop Geometry & Trigonometry: A 1-semester course; 3 credit hours. Introduction to plane and angular geometric principles, angular measurement, triangles, polygons, circles, areas, trigonometric functions with right triangles and use of calculators and tables as they relate to the machine shop. Applicable only to the Machining & Tooling Certificate Program. 3 class hours per week. **Prerequisite:** High school algebra, or Basic Mathematics.

MA5620 Mini Trig: A 1-semester course; 1 credit hour. An introduction to trigonometry designed for the student with two years of high school algebra, but little or no trigonometry. This course covers all the trigonometric topics discussed in MA5621. 1 class hour per week.

MA5621 College Algebra & Trigonometry: The first course in a 2-semester sequence: 4 credit hours. This course and its sequel MA5622 are intended as preparation for the calculus sequence MA5690, MA5692, MA5693. Topics are selected from algebra and introductory trigonometry. 4 class hours per week or 3 class hours plus a 2-hour problem session per week. **Prerequisite:** Two years of high school algebra or "C" or better in MA5501 Intermediate Algebra or equivalent.

MA5622 Advanced Algebra & Trigonometry: The second course in a 2-semester sequence; 4 credit hours. A continuation of MA5621. Advance topics in algebra and trigonometry are covered. 4 class hours per week or 3 class hours plus a 2-hour lab per week. **Prerequisite:** "C" or better in MA5621 or equivalent.

MA5650 Technical Mathematics for Industry: A 1-semester course; 4 credit hours. Reviews basic mathematical concepts needed in industry, ranging from fractions and decimals to selected topics from geometry, algebra and trigonometry. 4 class hours per week.

MA5673 Quantitative Methods for Business/Social/Life Sciences: A 1-semester course; 3 credit hours. Topics included in this algebra-based course are matrices, linear systems of equations and inequalities, linear programming, probability, decision theory and statistics. Spe-

cial emphasis is given to applications in business, social and life sciences. 3 class hours per week. **Prerequisite:** "C" or better in MA5615 or two years of high school algebra or equivalent.

MA5675 Calculus I for Business/Social/Life Sciences: The first course in a 2-semester sequence: 3 credit hours. Topics included in this algebra-based course are polynomial, exponential and logarithmic functions, limits and differentiation. Special emphasis is given to applications in business, social and life sciences. 3 class hours per week. **Prerequisite:** Two years of high school algebra, "C" or better in MA5615 or equivalent.

MA5676 Calculus II for Business/Social/Life Sciences: The second course in a 2-semester sequence; 3 credit hours. A continuation of MA5675. This course includes techniques of integration, differential equations, and multi-variable functions. 3 class hours per week. **Prerequisite:** "C" or better in MA5675.

MA5685 Differential Equations: A 1-semester course; 4 credit hours. Fundamentals of ordinary linear differential equations. LaPlace Transforms, numerical methods of solutions, etc. 4 class hours per week. **Prerequisite:** C or better in MA5693 or equivalent.

MA5690 Calculus I: The first course in a 3-semester sequence; 4 credit hours. This sequence is designed for the Engineering, science or mathematics major who needs to master the techniques of calculus. Beginning with functions and limits, this course includes techniques and applications of differentiation, indefinite and definite integrals and applications of integration including area and volume. 4 class hours per week. **Prerequisite:** Two years of high school algebra and a semester of trigonometry, "C" or better in MA5622, or equivalent.

MA5692 Calculus II: The second course in a 3-semester sequence; 4 credit hours. This course is a continuation of MA5690. Topics include techniques of integration, improper integrals, and power series. 4 class hours per week. **Prerequisite:** C or better in MA5690 or equivalent.

MA5693 Calculus III: The third course in a 3-semester sequence; 4 credit hours. This course is a continuation of MA5690 and MA5692. Topics include vector calculus, partial differentiation and multiple integration. 4 class hours per week. **Prerequisite:** C or better in MA5692 or equivalent.

Medical Assistant

MS1001 Fundamentals of Medical Assisting I: Administrative: A 1-semester course; 3 credit hours. A study of the numerous administrative duties utilized in a variety of health care settings. Modern business techniques in communications, medical and financial records and professional activities and word processing applications of these procedures are included. The ethical structure and general principles of laws which affect the role of the Medical Assistant will be emphasized. 2 class hours and 3 lab hours per week.

MS1002 Fundamentals of Medical Assisting I: Clinical: A 1-semester course; 2 credit hours. A study of the principles of the clinical duties performed by the medical assistant. Included are vital signs, positioning and draping, electrocardiographic (EKG) techniques, sterilization, and aseptic techniques. An introduction to pharmacology is included. 1 class hour and 2 lab hours per week.

MS2001 Fundamentals of Medical Assisting II: Administrative: A 1-semester course; 3 credit hours. This course is a continuation of MS1001. The course will concentrate on the various insurance plans available to the health care consumer. The proper methods of filing claims and reimbursements will be emphasized. Word processing applications as they relate to billing and insurance forms will be stressed. A unit on resume writing and employment procurement is included. 2 class hours and 3 lab hours per week. **Prerequisite:** A grade of "C" or better in MS1001.

MS2002 Fundamentals of Medical Assisting II: Clinical: A 1-semester course; 2 credit hours. A continuation of Fundamentals of Medical Assisting I: Clinical. Included are examining room aramentarium and parenteral administrations. Pharmacological studies are also included. 1 class hour and 2 lab hours per week. **Prerequisite:** A grade of "C" or better in MS1002.

MS2010 Basic Laboratory Procedures for Medical Assisting: A 1-semester course; 2 credit hours. Students develop the skills necessary to perform basic routine laboratory procedures which are included within the parameters of the Medical Assistant role. Included are correlated theory and supervised laboratory practice. 1 class hour and 3 lab hours per week. **Prerequisite:** A grade of "C" or better in MS1001 and MS1002.

MS2012 Medical Assisting Practicum: A one semester course; 4 credit hours. This course requires a minimum of 240 hours of experience in a variety of health care settings. Students will be assigned on a rotating basis. 16 practicum hours per week. **Prerequisite:** A grade of "C" or better in MS1001 and MS1002.

Medical Record Technology

MR1010 Medical Terminology for Medical Assistants Part A: A 1-semester course; 1 credit hour. Basic prefixes, suffixes, roots, abbreviations, symptomatic, disease, operative, and drug terminology. Terms will be taught by anatomical system with lectures on the anatomy of the system covered (the basics). The following systems are covered: Integumentary, Cardiovascular, Urogenital, Lymphatic and Immune, Blood and Blood Forming Organs. 1 class hour per week.

MR1011 Medical Terminology for Medical Assistants Part B: A 1-semester course; 1 credit hour. A study of the language of medicine including the following topics: prefixes, suffixes, roots, abbreviations, symptomatic, disease and operative terminology of the following systems: Digestive, Neurological, Maternal and Antenatal, Organs of Special Sense (eyes and ears), Respiratory, Diagnostic and Imaging, Endocrine, Pharmacy, Musculo-skeletal. In addition, selected laboratory terms and terms related to medical specialities like psychiatry, oncology, etc. 1 class hour per week. **Prerequisite:** Medical Terminology for Medical Assistants Part A.

MR2002 Medical Transcription for Medical Assistants: A 1-semester course; 2 credit hours. Introduction to the role of the transcriptionist in health record services. It covers the operation and care of typewriting and transcribing equipment; techniques of transcriptions, such as basic history and physical examination, reports of specialty departments (e.g., x-ray, pathology, EKG's etc.). The use of medical references with cross referencing; the proper spelling and punctuation of both common and medical terms. Quality of transcription emphasized rather than quantity. Units of history and physical examinations, surgical reports, radiology reports related to the following systems will be covered: obstetrics-gynecology, orthopedics, respiratory, gastroenterology, plastic surgery, urology, neurology, psychiatry, otorhinolaryngology, ophthalmology, and endocrinology-oncology.

Rate of production is measured. 1 class hour; 2 lab hours per week. **Prerequisite:** typing 45 wpm, MR1001 or MR6605.

MR3009 Cancer Coding, Statistics and Epidemiology: A 1-semester course. 3 credit hours. This course includes the use of coding (ICD-0, latest edition). It covers the basic statistical tools necessary to utilize the data collected in the tumor registry including preparation of reports and survival analysis. Principles of epidemiology are given in order to provide an understanding of how data is used in studying factors associated with cancer. 3 class hours per week. **Prerequisite:** MR6605 Medical Terminology I; MR6606 Medical Terminology II concurrently.

MR3020 Organization, Operation & Quality Assurance in a Tumor Registry: A 1-semester course; 2 credit hours. This course outlines the organizational characteristics of tumor registries and how they relate to the type and purpose of the registry. It covers the methods used in planning, organizing and operating a registry. It outlines the uses of the medical record as the principal source document for data collection and the relationship with the medical record department and other departments within the hospital. It also briefly outlines the content and format of the medical record, record systems and policies of medical record administration. A module covering automated data processing as it relates to registry data and planning and implementing a computer data system is also included. Finally, quality assurance in the tumor registry is covered to tie up all of these elements. Must be taken concurrently with MR3009 Cancer Coding, Statistics and Epidemiology. 2 class hours per week.

MR3030 Residency Training for Tumor Registrars: A 1-semester course; 2 credit hours. This course requires two 8-hour days per week for 8 weeks of practical experience in an actual tumor registry under the guidance of an experienced tumor registrar. A time-frame for each aspect of the residency will be set and the student gets experience in each area. This will be offered during the spring semester. A minimum of 128 hours of practical experience is required. Must be taken concurrently with MR3020 Organization, Operation and Quality Assurance in a Tumor Registry.

MR6605 Medical Terminology I: A 1-semester course; 3 credit hours. A study of basic prefixes, suffixes, roots, abbreviations, symptomatic, disease, operative, and drug terminology. Terms will be taught by anatomical system with lectures on the anatomy of the system included. The following systems are covered: integumentary, musculo-skeletal, cardiovascular, blood and blood forming organs. 3 class hours per week.

MR6606 Medical Terminology II: A 1-semester course; 3 credit hours. A study of prefixes, suffixes, roots, abbreviations, symptomatic, disease, and operative terminology of the following systems are covered: digestive, respiratory, neurological, urogenital, maternal and antenatal, endocrine, organs of special sense, and systemic diseases. Also selected laboratory terms and selected medical terms relating to psychiatry are covered. 3 class hours per week. **Prerequisite:** MR6605 Medical Terminology I.

MR6601 Medical Record Science I: A 1-semester course; 3 credit hours. The beginning of a series of courses designed to instruct students in the theory and principles of Medical Record Technology. Subjects covered are orientation to medical record field, admitting areas, medical record forms and content, medical record formats (e.g., problem-oriented medical record), numbering and filing systems, record retention procedures, storage and retrieval systems, medical staff organization and by-laws. 3 class hours per week.

MR6602 Medical Record Science II: A 1-semester course; 3 credit hours. Course includes the study of principles of law as related to patient care and medical records, state and federal legislation regulating health care facilities or the delivery of health care services and the role of health accrediting agencies. Medicare, Medicaid, P.R.O. and other health related legislative programs will be covered. 3 class hours per week. **Prerequisite:** MR6610.

MR6651 Medical Record Science III: A 1-semester course; 3 credit hours. Study of basic principles of compiling statistics for hospitals and other medical facilities. Topics include the daily census; analysis of hospital services; monthly, annual and special reports; methods of recording vital statistics; definitions and formulas, data abstracting systems, data entry and retrieval. Topics covered also include record systems in alternative health care settings (e.g.,

doctor's office, long term care, psychiatric, rehabilitation, HMO, ambulatory care and home health agencies). 3 class hours per week. **Prerequisite:** MR6612 and MR6620.

MR6655 Medical Record Science IV: A 1-semester course; 3 credit hours. Topics covered include quality assurance concepts and methodologies as they relate to the medical record keeping function. A study of the prospective payment system including DRG's, casemix and PRO is integrated with management of a medical record department. Management aspects covered include management of the transcription area, casemix management, quality assurance, utilization review, and risk management and the medical record department. 3 class hours per week. **Prerequisite:** MR6614.

MR6620 Directed Practice I (Medical Record): A 1-semester course; 4 credit hours. Supervised practice in the medical record department of a community hospital affiliated with the Medical Record Program. Students participate in specific phases of medical record systems and become acquainted with the required medical record procedures of a local hospital. Several reports prepared by students relating to the experience are required. 16 hours per week. 2 hospital working days per week (own transportation necessary). **Prerequisite:** MR6606, MR6601 concurrently. Malpractice insurance necessary.

MR6622 Directed Practice II (Medical Record): A 1-semester course; 4 credit hours. Supervised practice in health information systems in extended care facilities, psychiatric facilities, ambulatory care facilities and in related health care settings. Workshop, lecture, discussion group sessions on various aspects of health information systems in these types of health care facilities. When appropriate, field trips will be arranged in order to reinforce and demonstrate medical record systems in alternative health care settings. **Note:** Students must provide their own transportation. 2 days per week. **Prerequisite:** MR6651, MR6620. Malpractice insurance necessary.

MR6629 Medical Record Coding & Classification: A 1-semester course; 3 credit hours. Topics covered include history, format and conventions of the International Classification of Diseases. It will cover basic coding principles which allow clinical statements to be translated into code numbers. Included will be brief cov-

erage of other coding systems that may be required or mandated in order for a facility to receive maximum reimbursement (e.g., HCPCS/CPT which is a system required for Medicaid billing of physician and other selected clinical services and for Medicare outpatient hospital services billing). 3 class hours per week. **Prerequisite:** BI5520, MR6606 or permission of the instructor; BI5530 concurrently.

MR6661 Medical Record Transcription I: A 1-semester course; 3 credit hours. Introduction to the role of the transcriptionist in health record services. It covers the operation and care of typewriting and transcribing equipment; techniques of transcription; and transcribing of sample medical communications, such as basic history and physical examination, reports of specialty departments (e.g., x-ray, pathology, EKG's, etc.). Also covered, the typing of various medical forms, admission records, group hospital insurance forms, doctor's service reports, patient transfer forms, etc.; the use of medical references with cross referencing; the proper spelling and punctuation of both common and medical terms. Quality of transcription emphasized rather than quantity. 4 class hours per week. **Prerequisite:** MR6605, MR6606. Typing 45 wpm with 5 errors or less or enrollment in Medical Terminology & Transcribing certificate program.

MR6662 Medical Record Transcription II: A 1-semester course; 3 credit hours. Development of medical transcription at a productive speed with accuracy. Units of history and physical examinations, surgical reports, and discharge summaries covering the areas of cardiology, obstetrics-gynecology, orthopedics, respiratory, gastroenterology, plastic surgery, urology, neurology, psychiatry, otorhinolaryngology, ophthalmology, and endocrinology-oncology. Rate of production is measured. Also, medical timed writings given and a review of English grammar, usage and style. 4 class hours per week. **Prerequisite:** MR6661.

Mental Health

MH2111 Introduction to Mental Health/Human Services: A 1-semester course; 3 credit hours. An introduction to the history of psychiatry; current trends in mental health/human services, drug abuse and developmental disabilities; the mental health team; prevention of mental illness; and the role of the human service paraprofessional. Consideration will be given to the diagnostic evaluation, establishing contact with patients and families and techniques of interviewing. 3 class hours per week.

MH2133 Observation & Recording of Human Service/Mental Health Programs: A 1-semester course; 1 credit hour. A preliminary investigation of programs in mental health and human services, in varied institutional settings. Defined areas of mental health, drug abuse, developmental disabilities and human services will be observed and recorded. These observations will be discussed in seminars held throughout the semester. 4 practicum hours per week. **Prerequisite:** Enrollment in Mental Health Technology, Community Residence Manager or Alcohol/Drug Abuse Counseling program.

MH2134 Mental Health/Human Services Practicum I: A 1-semester course; 4 credit hours. A rotating practicum in selected community psychiatric programs, developmental disability programs, social agencies, human service facilities and school settings. Under supervision, students will give direct care services to patients/clients individually or in groups and have opportunity to follow up patients/clients in the home and community. 12 practicum hours and 1 class hour per week. **Prerequisite:** Enrollment in Mental Health Technology program.

MH2143 Mental Health/Human Services Practicum II: A 1-semester course; 4 credit hours. A continuation of Practicum I but with a greater involvement in patient care and services. 12 practicum hours and 1 class hour per week. **Prerequisite:** Enrollment in Mental Health Technology program.

MH2144 Mental Health/Human Services Practicum III: A 1-semester course; 4 credit hours. A continuation of Practicum II with more intensive involvement in mental health/human service facilities. 12 practicum hours and 1 class hour per week. **Prerequisite:** Enrollment in Mental Health Technology program.

MH2145 Mental Health Practicum in Residential Services I: A 1-semester course; 4 credit hours. A practicum in selected community residences for the mentally ill, emotionally disturbed and developmentally disabled. Under supervision, students will give direct services to residents individually or in groups and assist residents to reach to their maximum potential development, master independent living skills, and to integrate into the community. 1 class hour and 12 practicum hours per week. **Prerequisite:** Enrollment in Mental Health Technology or Community Residence Manager program.

MH2146 Mental Health Practicum in Residential Services II: A 1-semester course; 4 credit hours. A continuation of Practicum I but with a greater involvement in activities of a community residence manager. 1 class hour and 12 practicum hours per week. **Prerequisite:** Enrollment in Mental Health Technology or Community Residence Manager program.

MH2147 Group Dynamics: A 1-semester course; 3 credit hours. Course aims to help students realize their potential for growth more fully, and increase their ability to work effectively with others in a variety of situations. Students will learn how groups work and how individuals function within groups by forming a group for this purpose. Phases of group development, communication and group performance are experienced and discussed. 3 class hours per week. **Prerequisite:** Enrollment in Mental Health Technology, Community Residence Manager or Alcohol/Drug Abuse Counseling program.

MH2155 Modalities of Treatment: A 1-semester course; 3 credit hours. The management of special problems with adults and children will become the central focus of this course. The course will explore various systems of personality and the application of these systems to practice; individual therapy; group therapy; family therapy. Special emphasis will be given to the role of the human service middle-level professional in treatment. 3 class hours per week. **Prerequisite:** Enrollment in Mental Health Technology or Alcohol Drug Abuse Counseling Program.

MH2156 Behavior Management Principles & Techniques: A 1-semester course; 3 credit hours. This course seeks to acquaint students with the application of principles of instrumental learning theory to the problems of human

behavior. Focus will be on an approach to patient management problems and practical techniques for helping patients improve functioning in the community. Content will include the analysis of behavior, reinforcement of behavior, point or token system, shaping process, ethical issues and future trends in behavior therapy. 3 class hours per week. **Prerequisite:** Enrollment in Mental Health Technology Program or Community Residence Manager program.

MH2166 Seminar in Mental Health/Human Services: A 1-semester course; 3 credit hours. This seminar course allows for group discussion of theoretical and practical approaches to patient-client care. Analysis of practicum experiences; preparation for service in various agencies; and graduate's identity as a mental health/human service middle-level professional. 3 class hours per week. **Prerequisite:** Enrollment in Mental Health Technology, Community Residence Manager or Alcohol/Drug Abuse Counseling program.

MH2168 Mental Health Practicum I in Alcohol/Drug Abuse Services: A 1-semester course; 4 credit hours. A practicum in selected alcohol/drug abuse agencies, hospitals detoxification centers, outpatient clinics, and special programs which provide care and services for alcohol/drug abusers. Under supervision, students will give services to clients individually or in groups and have the opportunity to follow up clients in the community. 12 practicum hours and 1 class hour per week. **Prerequisite:** Enrollment in Mental Health Technology: Alcohol/Drug Abuse Counseling program.

MH2169 Mental Health Practicum II in Alcohol/Drug Abuse Services: A 1-semester course; 4 credit hours. A continuation of Practicum I but with greater involvement in client care and services. 12 practicum hours and 1 class hour per week. **Prerequisite:** Enrollment in Mental Health Technology or Alcohol/Drug Abuse Counseling program.

MH2170 Alcohol and Drug Abuse: A 1-semester course; 3 credit hours. This course is designed to generate an understanding of alcohol use, drug use and misuse, addiction and personal and social consequences. There will be discussion of community approaches to drug abuse, state and federal legislation, etiology, symptomology and current treatment modalities. The primary goal of this course is to provide future and/or present personnel in the field with

basic information needed to provide services to this type of client and family. 3 class hours per week. **Prerequisite:** Enrollment in Mental Health Technology or alcohol Drug Abuse Counseling Program.

MH2171 Counseling Techniques with Drug Abusers: A 1-semester course; 3 credit hours. This course will focus on helping the participants develop approaches and intervention strategies for helping people with alcohol/drug abuse problems. Special treatment philosophies, settings, systems and methods will be explored and discussed. Emphasis will be placed on helping human service counselors deal with alcohol/drug related issues in the context of their general counseling approach. Some background information concerning the physiological effects of alcohol in the body will be presented. 3 class hours per week. **Prerequisite:** Enrollment in Mental Health Technology: Alcohol/Drug Abuse Counseling program.

Music

MU7061 Music Reading and Theory I: A 1-semester course; 3 credit hours. Music reading is introduced and developed through computer-assisted instruction as well as lectures, discussions and listening. Students will study various styles of music such as rock, pop, jazz and classical. Students will be taught to read and notate pitch, rhythm and music symbols and will learn construction of major scales. 3 class hours per week.

MU7062 Music Reading and Theory II: A 1-semester course; 3 credit hours. Continuation of the content and methods used in Music Reading I with advanced exercise in reading and writing music. Development or knowledge about minor scales, intervals, harmony from the triad to the seventh chord, cadences, non-harmonic tones, chord progressions with harmonization of melody and music composition in the song form. 3 class hours per week. **Prerequisite:** MU7061 Music Reading and Theory I or permission of the instructor.

MU7080 Piano I: A 1-semester course; 3 credit hours. This course is designed to provide students with a strong background in playing the piano. Students will receive training in such areas as technique, intervals, ear training, rhythm, fingerings, basic harmony, performance, and en-

semble playing. The course will introduce students to effective practice methods. They will also be introduced to piano literature in its historical perspective. Open to beginners or to those who want to improve on skills already acquired. 2 class hours and 2 lab hours per week.

MU7091 Introduction to Music: A 1-semester course; 3 credit hours. Music of European, American and non-Western cultures from classical to rock will be studied. Exposure to various styles and forms of music, expansion of listening perception and knowledge of the materials and sociological aspects of music. 3 class hours per week.

MU7092 History of Jazz: A 1-semester course; 3 credit hours. A study of jazz – its definition, musical elements, history, performers, composers, styles and forms. Emphasis will be on understanding, appreciation and enjoyment of jazz through listening, explanation and insight into its cultural background. 3 class hours per week.

MU7097 Performance Ensemble I: A 1-semester course; 3 credit hours. Ensembles of all sizes in rock, folk, jazz and classical music organized for the purpose of gaining experience in preparing and performing music before audiences. Video tape and reel-to-reel recordings of class performances are made for study purposes. Students enrolling must be capable of performing on a musical instrument or as a singer. 1 class and 3 lab hours per week.

MU7098 Performance Ensemble II: A 1-semester course; 3 credit hours. A continuation of MU7097 Performance Ensemble I with the requirement of further progress and musical development. 1 class and 4 lab hours per week. **Prerequisite:** MU7097.

MU7100 Harmony I: A 1-semester course; 3 credit hours. An intensive study of key signature, modes, intervals and triads leading to the basic principles involved in part writing, as exemplified by the music of the Common Practice period. Systematic investigation of the problems involving the use of dissonance (non-harmonic tones) within a basic four-part format. Correlated outside work. 3 class hours per week. **Prerequisite:** MU7090, or the ability to read music and knowledge of the major scales.

MU7110 Chorus I: A 1-semester course; 3 credit hours. The Northern Essex Community College Chorus performs, in concert, music

from pop to classical. Experience in singing, vocal-part learning and performance is developed. No prior singing experience necessary. Four class hours (2 hours sectional and 2 hours chorus rehearsal) per week.

MU7111 Chorus II: A 1-semester course; 3 credit hours. The Northern Essex Community College Chorus performs, in concert, music from pop to classical. Experience in singing, vocal-part learning and performance is developed. Auditions will take place for voice placement. 4 hours (2 hours sectional and 2 hours chorus rehearsal) per week. **Prerequisite:** Chorus I, MU7110. It is recommended that students take MU7090 Music Reading, Notation and Ear Training in conjunction with Chorus II.

MU7131 Music Technology: Sound: A 1-semester course; 3 credit hours. An understanding of music through experiential activities in manipulating sound using sampling processing with the Roland S50 Digital Sampler and related software on the Macintosh computer. The Sampling Process involves Digitally Recording a sound and manipulating it through techniques such as looping, envelope shaping and combining tones. Introduction to aspects of MIDI (Musical Instrument Digital Interface) is included. 3 class hours per week.

MU7132 Music Technology: Composition: A 1-semester course; 3 credit hours. The focus of this course is to create music composition using appropriate software programs on the Macintosh computer and the multi-tracking techniques of sequencing and recording. Students will also learn patch programming, synchronization and the use of the drum machine. The course will cover use and understanding of the Musical Instrument Digital Interface (MIDI) protocol. Students develop their own compositions at the level of their own ability and music knowledge. Selected compositions will be presented in a college concert. 3 class hours per week.

Nursing

NS6603 Nursing I: A 1-semester course; 8 credit hours. This course is designed to introduce the student to the role of the Associate Degree Nurse. The student learns the holistic approach to meeting the basic nursing needs of clients of all ages with common health problems in structured health care settings. Basic nursing skills are learned in the Health Education Support Center where competency is evaluated. This course introduces the nursing process and affords students the opportunity to apply it in the clinical setting. Other topics include the health-illness continuum, communication skills, nutrition, pharmacology, sterile technique, and the perioperative cycle. **Day Option Hours:** Class meets 4 hours a week per semester. Clinical meets 10 hours a week per semester. Health Education Support Center meets 2 hours a week per semester. **Evening Option Hours:** Class meets 2 hours a week per semester. Clinical meet 12 hours every other week per semester. Health Education Support Center meets 1 hour a week per semester. **Prerequisite:** See appropriate curriculum for proper sequencing of courses.

NS6604 Nursing II: A 1-semester course; 8 credit hours. This course is designed to teach the student to apply the holistic approach to the care of clients with problems of nutrition, elimination, respiration, mobility, regulation and psychosocial adaptation. The student will utilize the nursing process in a variety of structured settings to promote the health status of clients/families of all ages with selected physical and psychosocial problems. Emphasis is placed on the integration of pharmacotherapeutics and teaching/learning principles to plan comprehensive nursing care for clients with common health problems. **Day Option Hours:** Class meets 4 hours a week per semester. Clinical meets 11 hours a week per semester. Health Education Support Center meets 1 hour a week per semester. **Evening Option Hours:** Class meets 4 hours a week (plus two 6-hour class days the first week) for 13-week Summer Session. Clinical meets 13 hours a week for 13-week Summer Session. Health Education Support Center meets 1 hour a week for 13-week Summer Session. **12-Month Option Hours:** Class meets 4 hours a week (plus two 6-hour class days the first week) for 13-week Summer Session. Clinical meets 13 hours a week for 13-week Summer Session. Health Education Support Center meets 1 hour

a week for 13-week Summer Session. **Note:** On successful completion of NS6604 Nursing II, 12-Month Option students are integrated into Day Option NS6653 Nursing III and NS6654 Nursing IV. **Prerequisite:** See appropriate curriculum for proper sequencing of courses.

NS6653 Nursing III: A 1-semester course; 8 credit hours. This course emphasizes a holistic approach in the care of the child-bearing family, clients with problems of sensorimotor and oxygen deficits which are respiratory, cardiac or hemopoietic in nature. Clients with maladaptive behavior are also included. The student will learn how to individualize the nursing process to promote an optimal level of wellness for clients and their families throughout the life cycle. **Day Option Hours:** Class meets 4 hours a week per semester. Clinical meets 12 hours a week per semester. **Evening Option Hours:** Class meets 2 hours a week per semester. Clinical meets 12 hours every other week per semester. **Prerequisite:** See appropriate curriculum for proper sequencing of courses.

NS6654 Nursing IV: A 1-semester course; 10 credit hours. This course emphasizes holism in the care of clients with acute oxygenation, sensorineural, acute regulation and acute mobility problems. Application of crisis intervention theory is emphasized in the care of individuals and families at high-risk for abuse, addiction and other maladaptive behaviors. The student incorporates the nursing process to promote the maximum health potential of critically ill clients and their families. Management skills necessary for the care of individuals or groups of clients with complex health problems are taught. **Day Option Hours:** Class meets 5 hours a week per semester. Clinical meets 15 hours a week per semester. **Evening Option Hours:** First half of course - 5 credits: Class meets 4 hours a week for 10-week Summer Session. Clinical meets 11-1/2 hours a week for 10-week Summer Session. Second half of course - 5 credits: Class meets 2-1/2 hours a week in the Fall semester. Clinical meets 15 hours every other week in the Fall semester. **Prerequisite:** See appropriate curriculum for proper sequencing of courses.

Office Administration

SL6660 General Office Procedures: A 1-semester course; 3 credit hours. Students will be involved in a simulated office environment to enhance basic entry-level skills of typing, filing, recording, computing, and retrieving information. Concentration is also placed upon human relations, personality development, and how to improve work habits and procedures. In-depth emphasis will be placed upon better understanding of the attitudes of others and will develop judgment in handling office situations. Such knowledge will provide the student with a basis for advancement to higher positions. 3 class hours per week. **Prerequisite:** TW6640 or TW6641.

SL6661 Office Administration I: A 1-semester course; 3 credit hours. Required of all students in the Office Technology Department. Theory and problems in records management as a vital administrative support service, word processing from the viewpoint of copying and duplicating, written communications, and transmittal services. Concentration is placed upon the approach to job satisfaction through the systematic analysis of employment selection and the intensive concentration on the development of those traits and attitudes required of the highly trained professional. 3 class hours per week. **Prerequisite:** Keyboarding I.

SL6665 Essentials of Office Management: A 1-semester course; 3 credit hours. Development of judgments and insights needed by the executive secretary to function on the administrative or supervisory level. Analysis of long-range office projects, determination of work priorities, organization of research information, and the place of human relations in the supervisory process. A case study approach to the problems of office supervision. 3 class hours per week.

SL6673 Word Processing I: A 1-semester course; 3 credit hours. This course is designed to give specialized preparation to students planning a career in a variety of fields that utilize word processing. Students will learn the basic operational skills and procedures of Word Perfect. **Prerequisite:** Skill in the operation of typewriter and formatting: TW6622 or equivalent.

SL6674 Word Processing II: A 1-semester course; 3 credit hours. Word Processing II uses the Word Perfect software package that enables the user to do word processing on a compatible personal computer such as IBM. The student will learn to use the personal computer to create and edit documents such as letters, memos, and manuscripts. The more advanced functions of supercopying, high level editing, recording and retrieval of material from disks, along with Desktop Publishing, will be covered. **Prerequisite:** SL6673 Word Processing I.

SL6680 Medical Office Administration: A 1-semester course; 3 credit hours. Theory and problems in the management of the medical office including filing, making appointments, completing medical forms, telephone techniques, medical bookkeeping, and dictation and transcription procedures related to the medical office. 3 class hours per week. **Prerequisite:** TW6641 and MR6605.

SL6682 Business Communications: A 1-semester course; 3 credit hours. Development and refinement of communication skills necessary for satisfactory job performance in business, particularly on the managerial and administrative levels. The course emphasizes various types of business letter writing, reports, memoranda, and business and legal forms common to the operation of the modern business office. The preparation of business documents will be coordinated with the concepts of electronic word processing/information management. 3 class hours per week.

Office Techniques

SK6653 Machine Transcription: A 1-semester course; 3 credit hours. Development of high-level skills in the use of transcription equipment. Emphasis is placed on the use of business, professional, and technical materials. Development of vocational transcription rates. 4 class hours per week. **Prerequisite:** TW6641.

Philosophy

PH0001 Early & Medieval Philosophy: A 1-semester course; 3 credit hours. An adventure in the history of ideas. A study of the rise and evolution of philosophy from the early Greeks to the Renaissance. Emphasis on Plato, Aristotle, Augustine and Aquinas. 3 class hours per week.

PH0002 Modern Philosophy: A 1-semester course; 3 credit hours. A further adventure in the history of ideas. A study of the progress of philosophy from the Renaissance to the twentieth century. Special emphasis on Descartes, Locke, Hegel, Nietzsche, Marx and Sartre. 3 class hours per week.

PH0201 Bioethics: A 1-semester course; 3 credit hours. An examination of the interrelationships between philosophy and problems arising from advances in modern biology, including the ethical implications of the problems of population control, resource allocation and biomedicine. This is a discussion course for those students who enjoy dealing with ideas. There are no prerequisites, but a general background in the sciences or philosophy may make the ideas presented in the course more meaningful. This course might not be transferable as a science requirement. 3 class hours per week.

PH1101 Introduction to Philosophy: A 1-semester course; 3 credit hours. The aims, nature and problems of philosophy, with emphasis upon theory of knowledge, metaphysics, ethics and philosophy of religion. 3 class hours per week.

PH1102 Basic Issues in Philosophy: A 1-semester course; 3 credit hours. A critical analysis of the philosophic issues concerning the nature of man, freedom and determinism, esthetics, social and political philosophy and philosophy of history.

Note: Not a sequential course. 3 class hours per week.

PH1141 Ethics: A 1-semester course; 3 credit hours. A study of representative ethical systems and how they deal with moral issues. Attention will be given to the meanings of basic terms and to the application of ethics to major personal and social problems of our times such as those in law, medicine, international issues, sexuality and lifestyle. 3 class hours per week.

PH1150 Practical Logic: A 1-semester course; 3 credit hours. This course is designed to introduce the student to the basics of reasoning,

argumentation, and critical thinking. Included are criteria of sound reasoning, rational assessment of arguments, common fallacies, and basic informal logic. 3 class hours per week.

PH1151 Introduction to Logic: A 1-semester course; 3 credit hours. Course will inquire into the nature of critical thinking. Such topics as the functions of language, experimental truth and logical validity, the structure of deductive arguments, and the basic inductive methods will be considered. 3 class hours per week.

Physical/Outdoor Education & Leisure Studies

PE1008 Canoeing: A 1/2-semester course; 1 credit hour. The course follows the American Red Cross Small Craft certificate program for canoeing. Some of the skills include: paddling strokes, canoe rescue, artificial respiration and a trip. Students successfully completing the course will receive the American Red Cross Canoeing Certificate. All canoeing equipment is provided. 3 class hours per week.

PE1011 Fly Fishing & Fly Tying: A 1-semester course; 2 credit hours. Cost, selection and care of various types of fishing equipment. Fundamental skills and techniques. Students will be taken off campus for practical application of skills acquired. 3 class hours per week.

PE1014 Golf: A 1/2-semester course; 1 credit hour. The fundamentals of golf; grip, stance, rules, swing and etiquette. Practice will be given with long and short irons, drives and putters. 3 class hours per week.

PE1015 Golf Intermediate: A 1/2-semester course; 1 credit hours Designed for students seeking further skill and knowledge beyond the beginning level. The majority of instruction will be held on the golf course. 3 class hours per week.

PE1018 Modern Dance I: A 1/2-semester course; 1 credit hour. A study of the fundamentals of modern dance techniques. Emphasis is on cultivating a sound basic technique as well as self-expression through movement. 3 class hours per week.

PE1031 Weight Training: A 1/2-semester course; 1 credit hour. Basic principles and skills of weight training. Emphasis on cardiovascular and flexibility activities. 3 class hours per week.

PE1038 Cross-Country Skiing: A 1/2-semester course; 1 credit hour. This course will include the skills necessary for skiing uphill, downhill, striding on flat terrain, poling and different types of skiing equipment. Class time will be spent outdoors skiing and practicing skills. All skiing equipment is provided. 3 class hours per week.

PE1041 Yoga: A 1-semester course; 2 credit hours. This is a course in self-realization covering Hatha exercises and breathing, nutrition, relaxing, concentration and Eastern philosophy. Classes will consist of practice and discussion aimed at improving life through the wisdom of this timeless discipline. 1 class hour and 2 lab hours per week.

PE1042 Jogging: A 1/2-semester course; 1 credit hour. This course will elaborate on one of the most simple but effective forms of conditioning. Class time will cover how to warm up, train and pace yourself so as to enjoy the pleasant overall exhilaration this activity promotes. 3 class hours per week.

PE1044 Cycling: A 1/2-semester course; 1 credit hour. This course will cover body conditioning, care of the bicycle and knowledge necessary to enjoy this fast growing sport. Time will be spent in touring and following pre-mapped itineraries. 3 class hours per week.

PE1049 Modern Dance II: A 1/2-semester course; 1 credit hour. Utilizing basic dance skills from Modern Dance I, the student learns advanced techniques and skills to attain proficiency. While the emphasis is on sound technique, time is also reserved for creative activity. 3 class hours per week.

PE1050 Racquetball: A 1/2-semester course; 1 credit hour. An introductory course to racquetball. Includes the basic strokes, footwork, rules, regulations and strategy. 3 class hours per week.

PE1057 Ballet I: A 1-semester course; 1 credit hour. This is a beginning course which will give the student a basic foundation in classical ballet. Major emphasis will be on the five positions of feet and arms and the eight body positions. Basic technique will be covered with emphasis on barre work and some center work. Basic appreciation of this art form will also be highlighted. 1-1/2 class hours per week.

PE1058 Ballet II: A 1-semester course; 1 credit hour. This course will review basic ballet techniques and progress to refinement of technique

through more advanced barre work, center work, and across-the-floor combinations. 1-1/2 class hours per week. **Prerequisite:** PE1057 Ballet I.

PE1059 Ballet III: A 1/2-semester course; 1 credit hour. Training in advanced skills of ballet technique. The course will focus on the teaching of movements and combinations of movements within the classical ballet vocabulary designed to develop strength, endurance, speed and flexibility. 3 class hours per week. **Prerequisite:** PE1058 Ballet II.

PE1060 Ballet IV: A 1/2-semester course; 1 credit hour. Training in advanced skills of ballet technique. The course will focus on the teaching of movements and combinations of movements within the classical ballet vocabulary designed to develop strength, endurance, speed and flexibility. 3 class hours per week. **Prerequisite:** Ballet I, II and III.

PE1061 Modern Dance III: A 1/2-semester course; 1 credit hour. Building on basic dance skills developed in Modern Dance I and II, the student will progress to more advanced technique, with more emphasis on locomotor activities, 3 class hours per week. **Prerequisite:** Modern Dance I and II.

PE1062 Modern Dance IV: A 1/2-semester course; 1 credit hour. Building on basic dance skills developed in Modern Dance I, II and III, the student will progress to more advanced technique with work on more complex combinations and use of space. 3 class hours per week. **Prerequisite:** Modern Dance I, II, III.

PE1063 Jazz I: A 1/2-semester course; 1 credit hour. Basic training in a variety of jazz styles. The student will develop specialized technique through the barre and basic jazz movements which will be the focus of this course. The barre will be Horton, Luigi and Giordano-based. 3 class hours per week.

PE1064 Jazz II: A 1/2-semester course; 1 credit hour. This course will build on basic jazz terminology covered in Jazz I and progress to more advanced barre and combinations. 3 class hours per week. **Prerequisite:** Jazz I.

PE2001 Introduction to Physical Education: A 1-semester course; 3 credit hours. A career-oriented course designed to introduce new students to the profession of physical education, and to make them aware of career alternatives within the field of physical education and to familiarize them with the requirements and

professional preparation. 3 class hours per week.

PE2012 First Aid & Safety: A 1-semester course; 3 credit hours. This course prepares the student to deal with most types of medical emergencies. Classes include simulated disaster, ambulance tour, practical skills, knowledge of the Advanced Red Cross First Aid book. When requirements are met, a standard first aid card is earned from the American Red Cross. 3 class hours per week.

PE2016 Foundations of Health & Fitness: A 1-semester course; 2 credit hours. This course is designed as an individualized health improvement and maintenance program. The course will focus on individual health and fitness profiles, graded and controlled exercise, and monitoring and recording of certain body functions. The objective of the course is to merge exercise, nutrition and stress management into one course and help change a person's life style for a better quality of life. 2 class hours per week.

PE2296 Aerobics in Theory & Practice: A 1-semester course; 2 credit hours. An exercise and activity class emphasizing the physiological components of aerobic exercise and its effect on the cardio-respiratory system. Classes consist of various types of aerobic workouts and laboratory activities. Students of all levels of fitness will profit from participation and gradually improve. 1 class hour; 2 lab hours per week.

Physics

PI5503 Introductory Physics: A 1-semester course; 4 credit hours. This course is intended for non-science majors. It is designed to cover concepts in physics which are necessary for a basic understanding of our twentieth century physical world. The treatment will be largely non-mathematical and will cover topics such as motion, energy, gravitation, and the structure of matter. 3 class hours and 2 lab hours per week.

PI5504 Introductory Physics II: A 1-semester course; 4 credit hours. A continuation of PI5503 with the same objectives, but focuses upon other interesting topics such as heat, light, radiation and relativity. 3 class hours and 2 lab hours per week. **Prerequisite:** PI5503

PI5621 Applied Physics I: A 1-semester course; 4 credit hours. The principles of mechanics including concurrent forces, nonconcurrent forces, friction, elasticity, motion, forces and

motion, work and energy, power, impulse and momentum, simple harmonic motions. A non-calculus approach. 3 class hours and 3 lab hours per week. **Prerequisite:** MA5621 or equivalent.

PI5622 Applied Physics II: A 1-semester course; 4 credit hours. Fluid mechanics, heat, sound, light including the following topics: Archimedes principles, Bernoulli's equation, the laws of thermodynamics, properties of gases, heat transfer, wave motion reflection, refraction, lenses. A non-calculus approach. 3 class hours and 3 lab hours per week. **Prerequisite:** PI5621 and MA5621 or equivalent.

PI5623 Engineering Physics I: A 1-semester course; 4 credit hours. To be taken concurrently with MA5692. The principles of mechanics, including composition and resolution of vectors, statics, moments, rectilinear motion, Newton's second law, motion of a projectile, work and energy, impulse and momentum, circular motion, rotational kinematics and dynamics, elasticity, harmonic motion. 3 class hours and 3 lab hours per week. **Prerequisite:** MA5690 or equivalent.

PI5624 Engineering Physics II: A 1-semester course; 4 credit hours. To be taken concurrently with MA5693. Heat, sound and optics, including the following: thermometry, quantity of heat, change of state, work and heat; heat transfer, thermal properties of matter, the first and second law of thermodynamics, wave motion, vibrating systems; acoustical phenomena; the nature and propagation of light; reflection and refraction at a single surface, lenses and lens aberration; optical instruments; illumination, color, and polarized light. 3 class hours and 3 lab hours per week. **Prerequisite:** PI5623 and MA5692.

PI5651 Engineering Physics III: A 1-semester course; 4 credit hours. Principles of electricity and magnetism, Coulomb's Law, potential, D.C. Circuits, the magnetic field of a current and of a moving charge, induced electromotive force, capacitance and inductance, magnetic properties of matter. 3 class hours and 3 lab hours per week. **Prerequisite:** PI5623, PI5624 and MA5693 (MA5693 may be taken concurrently).

PI6511 Radiologic Science I: A 1-semester course; 3 credit hours. Designed to examine the fundamentals of physical principles of electrical and x-ray physics and the operational study of x-ray equipment and auxiliary devices. The course will examine fundamental and derived units, mechanics, matter, magnetism and electricity, electromagnetism, generators, motors and

transformers. 3 class hours per week. **Prerequisite:** Enrollment in Radiologic Technology program or permission of instructor.

PI6512 Radiologic Science II: A 1-semester course; 3 credit hours. Emphasis will be placed on the formation of ionizing radiation by further analysis of x-ray and other types of circuits, tubes, etc., laws of motion, thermal considerations, optics and lens systems and radioactivity. 3 class hours per week. **Prerequisite:** Enrollment in Radiologic Technology Program or permission of the instructor.

basic nursing skills necessary for an entry level Graduate Practical Nurse position. Proceeding from simple to complex, normal to abnormal, family-centered nursing care concepts and skills are developed in the obstetrical clinical settings. In various medical-surgical clinical settings, emphasis is placed on developing self-initiative and graduate-level skills and responsibilities. Included is further development of the nursing process as it is reflected in all aspects of health care and the nursing implications of the administration of common medications. 7-1/2 class hours and 21 clinical hours per week. **Prerequisite:** Completion of Practical Nursing II with a grade of C or better; SC5504 Integrated Science II and PS1205 Human Growth & Development Through Adolescence.

PN0310 Vocational Trends in Practical Nursing: A 10-week course; 1 credit hours. This course explores the social, ethical and professional issues that affect nursing and influence nursing practices. A historical overview of nursing and practical nursing is presented; however, emphasis is placed on current trends in nursing education and practice and their impact on the practical nurse. 1 1/2 class hours per week.

Practical Nursing:

PN0101 Practical Nursing: A 1-semester course; 10 credit hours. This course focuses on the fundamental skills and principles of administering basic nursing care to clients in geriatric clinical settings. Emphasis is placed on developing assessment skills needed to recognize and meet basic nursing needs; providing a safe comfortable physical environment; meeting the personal care needs common to all clients in simple nursing situations. Introduction to general surgical care, drug administration, proper communication techniques, and legal and ethical aspects of nursing care are included. The clinical component is correlated with the didactic, utilizing non-acute community settings. 8 class hours and 13 clinical hours per week. **Prerequisite:** Acceptance into the Practical Nursing Program.

PN0201 Practical Nursing II: A 1-semester course; 10 credit hours. This course introduces the student to the role of the Practical Nurse in the health care delivery to clients in all stages of growth and development, focusing on common medical surgical problems and the related pharmacologic and nutritional protocols in the therapeutic/restorative plan of care. In each unit the unique aspects of the pediatric, adult and geriatric client will be identified. The clinical component, utilizing adult and geriatric medical-surgical and pediatric units, is designed to correlate the didactic with the nursing care practice. 7 class hours and 15 clinical hours per week. **Prerequisite:** Completion of Practical Nursing I with a grade of C or better; PS6551 Adulthood and Aging and SC5503 Integrated Science I.

PN0301 Practical Nursing III: A 10-week course; 8 credit hours. This course provides the

Printed Circuit Technology

PC1001 Printed Circuit Technology Survey: A 1-semester course; 3 credit hours. Overview of manufacturing processes for single, double-sided and multilayer printed circuit boards from order package to final fabrication. Materials, equipment, processes, controls and product quality emphasized. 3 class hours per week.

PC1010 Introduction to Quality Assurance: A 1-semester course; 3 credit hours. Introduces functions and operations of a quality assurance department in relation to company policy including statistical methods, quality control/reliability, and relationship to Total Quality Management philosophies. 3 class hours per week.

PC1030 Image Transfer Processes for PC Manufacturing: A 1-semester course; 4 credit hours. In-depth study of artwork generation, dry film and screen printing including operation principles, production process controls, equipment and maintenance. 4 class hours per week. **Prerequisite:** Printed Circuit Technology Survey, or equivalent experience.

PC1031 Mechanical Processes for PC Manufacturing: A 1-semester course; 3 credit hours. Introduces mechanical processes of printed wiring board manufacturing, emphasizing multi-layer and flexible technologies. Includes material preparation, tooling, lamination, drilling and profiling. 3 class hours per week. **Prerequisite:** Printed Circuit Technology Survey for equivalent experience.

PC1040 Plating Methods and Materials I: A 1-semester course; 3 credit hours. Introduces basic cleaning/pickling processes and plating for zinc, cadmium, cyanide copper, nickel, bright acid sulfate copper and chromate conversion coatings. Quality, safety, health and troubleshooting emphasized. 3 class hours per week.

PC1100 CAD Design for Printed Circuit Technology: A 1-semester course; 3 credit hours. Introduces the design and production of printed circuit boards using computer-aided drafting techniques. 2 lecture and 2 lab hours per week. **Prerequisite:** Basic Design for Printed Circuit Technology or equivalent experience.

PC1104 Basic Design for Printed Circuit Technology: A 1-semester course; 3 credit hours. In-depth procedures to design and inspect the layout artwork for single-, double- and multi-layer printed circuit boards. Introduction to computer-aided drafting and manufacturing. 3 class hours per week. **Prerequisite:** PC1001 Printed Circuit Technology Survey or equivalent experience.

Psychology

PS1101 Introduction to Psychology: A 1-semester course; 3 credit hours. A survey course covering major topics and theorists in the field. The social, emotional, motivational, sensory and cognitive realms of behavior will be studied with a primary emphasis on normal developmental trends and patterns. Theorists considered may include Maslow, Freud, Piaget, Erikson and Skinner among others. 3 class hours per week.

PS1151 Child Psychology: A 1-semester course; 3 credit hours. The process of development, beginning in the prenatal period to adolescence will be explored through the perspective of the relative contributions of environment and heredity. An overview of cognitive, linguistic, perceptual, motor, social and personality de-

velopment during infancy, the preschool years and middle childhood will be presented. Several major theories of development will be considered. 3 class hours per week. **Prerequisite:** Introduction to Psychology or permission of the instructor.

PS1152 Adolescent Psychology: A 1-semester course; 3 credit hours. A study of adolescent development from the point of view of both the adolescent and the adult. Basic theories of development will be examined with an emphasis on social, emotional, physical and cognitive domains. Communication and problem solving techniques appropriate to this stage will be considered in general and with reference to specific potential conflicts. May not be offered every semester. 3 class hours per week.

PS1154 Psychology of Personality: A 1-semester course; 3 credit hours. This course introduces students to a variety of theoretical approaches to the understanding of character and personality. It includes psychoanalytic, learning, humanistic, transpersonal and existential theories. May not be offered every semester. 3 class hours per week.

PS1203 Developmental Psychology: A 1-semester course; 3 credit hours. This course is a developmental life span course which will explore some of the basic theories, principles and ideas concerning human development from prenatal development to old age. Examination will include a discussion of those processes and factors that contribute to and affect the biological, cognitive, social, psychological, and transpersonal growth of humans through the entire life span. The theories of Freud, Piaget, Maslow, Erikson and Kohlberg will be discussed. 3 class hours per week. **Prerequisite:** Introduction to Psychology or permission of instructor.

PS1205 Human Growth and Development Through Adolescence: A 1-semester course; three credit hours. This course is designed to help students understand behavior from conception to adolescence. Specific problems which occur during the life cycle will be discussed and explored. Patterns and sequences of growth and individual differences are reviewed in relation to the effects of heredity and environmental factors. 3 class hours per week.

PS1351 Social Psychology: A 1-semester course; 3 credit hours. A discussion of the fact that human nature is social and the implications

of that fact: principally the effect of others upon one's mind and self imagery, and the complex social coordination that it allows. Special attention to individuation, the social validation of meaning and perception, symbols and symbolic interaction. 3 class hours per week. **Prerequisite:** Introduction to Psychology or Introduction to Sociology.

PS1354 Human Relations: A 1-semester course; 3 credit hours. A group experience providing students with an opportunity to study and experience interpersonal relationships in a small group in which the focus is on interpersonal communication. Limit 20 students. May not be offered every semester. 3 class hours per week.

PS1355 Deafness: The Individual & Society: A 1-semester course; 3 credit hours. This course will examine deafness from a multidisciplinary and developmental perspective. It will explore the psychological and sociological variables that affect the growth and development of the deaf individual in a hearing society. This will include the function of language in society, the effect of deafness on the cognitive, social, psychological development of the deaf person and the role of the family and other institutions in the socialization of the deaf individual. It will also attempt to explore cultural and personal attitudes towards deafness of both the deaf and hearing person. 3 class hours per week. **Prerequisite:** Introduction to Psychology or permission of the instructor.

PS1651 Organizational Behavior: A 1-semester course; 3 credit hours. An introductory course in the patterns and principles of human behavior in organizations. These will include such areas as organizational structure, motivation, decision making, managerial style, conflict and communication. A variety of organizational settings will be explored. 3 class hours per week.

PS1751 Abnormal Psychology: A 1-semester course; 3 credit hours. The study of the etiology, treatment and prevention of mental disorders. Includes the study of functional and organic psychoses, psychoneuroses and borderline maladjustments. 3 class hours per week. **Prerequisite:** Introduction to Psychology or permission of the instructor.

PS2112 Problems of Early Childhood: A 1-semester course; 3 credit hours. A sociological-psychological study of factors leading to educational success for the young child defined as having special needs because of intellectual, cultural, social and emotional factors. Federal

and State legislation dealing with the education of handicapped children will be introduced. This course includes the role of the family and cultural background as they relate to educational success. A theoretical framework of crisis and loss will be presented. 3 class hours per week. **Prerequisite:** Introduction to Psychology or permission of the instructor.

PS2114 Problems of the School-Aged Child: A 1-semester course; 3 credit hours. The course is designed to introduce the student to the variety of problems adults encounter with children particularly in the classroom setting. An effort will be made to 1) identify the needs and rights of children; 2) classify specific problem areas ranging from physical handicaps to cognitive, social and emotional difficulties; 3) examine and discuss methods of relating to and teaching "problem children" and 4) identify support resources available in the community to teachers and parents. A simultaneous field work assignment is recommended. 3 class hours per week. **Prerequisite:** Introduction to Psychology or permission of the instructor.

PS6551 Adulthood and Aging: A 1-semester course; 3 credit hours. This course will focus on the human life cycle from your adulthood to late life with an emphasis on the middle and later years. Transition, adaptation, and those variables which affect successful aging will be explored. Current theorists such as Erikson, Neugarten, Levenson and G.H. Mead will be discussed in an effort to conceptualize all of life as developmental. 3 class hours per week.

Radiologic Technology

RT6504 Introduction to Radiologic Technology I: A 1-semester course; 3 credit hours. This course will introduce the students to departmental administration; medical terminology; medical ethics; basic radiation protection; radiographic film, film holders, darkroom procedures; basic nursing procedures and cardiopulmonary resuscitation (CPR). The course is divided into two separate modules. Module A consists of 40 class hours scheduled within four weeks. Module B consists of 24 hours per week of clinical practicum scheduled within four weeks. **Prerequisite:** Enrollment in the Radiologic Technology Program.

RT6515 Clinical Practicum I: A 1-semester course; 2 credit hours. A concurrent aspect of Radiologic Technology I. The student will apply under direct supervision at the affiliate hospital principles learned in the classroom. Student assignments will be under the direction of the college clinical coordinator and the liaison instructor at the affiliate hospital. Students are required to perform supervised clinical activity and laboratory demonstration for a total of 16 hours per week. **Prerequisite:** RT6519 Radiologic Technology I.

RT6519 Radiologic Technology I: A 1-semester course; 4 credit hours. This course will offer a comprehensive and detailed study of basic principles of radiographic exposure, preliminary radiographic positioning and radiographic osteology. Emphasis will be placed on the understanding of radiologic technology and its place in the clinical affiliation. 4 class hours per week. **Prerequisite:** RT6504 Introduction to Radiologic Technology I.

RT6523 Radiologic Internship: A 10-week Summer Session course; 2 credit hours. Students will be introduced to Special Diagnostic Exams, Portable and O.R. Radiography. Students will attend lectures and apply their knowledge and skills at the Clinical Affiliate. Clinical internship allows the student continued experience and reinforcement of examinations learned to date. **Prerequisite:** Completion of all freshman Radiologic Technology courses with a minimum grade of "C" in each course.

RT6525 Clinical Practicum II: A 1-semester course; 2 credit hours. A concurrent aspect of Radiologic Technology II. The student will apply under direct supervision at the affiliate hospital principles learned in the classroom. Student assignments will be under the direction of the college clinical coordinator and the liaison instructor at the affiliate hospital. Students are required to perform supervised clinical activity and laboratory demonstration for a total of 16 hours per week. **Prerequisite:** RT6515 Clinical Practicum I and RT6529 Radiologic Technology II concurrently.

RT6529 Radiologic Technology II: A 1-semester course; 4 credit hours. This course will continue basic positioning, radiographic exposure and their interrelated principles. An evaluation and study of the use of contrast media will

also be included. Emphasis will be placed on Radiologic Technology and its place in the clinical affiliation. 4 class hours per week **Prerequisite:** RT6519 Radiologic Technology I.

RT6531 Radiologic Technology III: A 1-semester course; 3 credit hours. This course will introduce the student to various imaging techniques and equipment. The student will also be introduced to the evaluation of radiographic equipment to assure consistency in the production of quality images. Tests and procedures used in evaluating radiographic equipment will be included. 3 class hours per week. **Prerequisite:** RT6529 Radiologic Technology II.

RT6533 Advanced Radiographic Positioning: A 1-semester course; 3 credit hours. The student will study alternate methods of investigating the skeletal system for trauma and disease as they relate to Radiologic Procedures. 3 class hours per week. **Prerequisite:** RT6529 Radiologic Technology II.

RT6535 Clinical Practicum III: A 1-semester course; 3 credit hours. A concurrent aspect of Radiologic Technology III, Advanced Radiographic Positioning. The student will apply under direct supervision at the affiliate hospital principles learned in the classroom. Student assignments will be under the direction of the college clinical coordinator and the liaison instructor at the affiliate hospital. Students are required to perform supervised clinical activity and laboratory demonstration for a total of 24 hours per week. **Prerequisites:** RT6533 Advanced Radiographic Positioning and RT6531 Radiologic Technology III concurrently.

RT6539 Special Radiologic Procedures: A 1-semester course; 3 credit hours. The student will study special diagnostic radiographic procedures and the special equipment involved. 3 class hours per week. **Prerequisite:** RT6529 Radiologic Technology II.

RT6541 Computers in Radiography: A 1-semester course; 3 credit hours. This course will introduce the student to fundamental principles of computer technology, computer concepts and related terminology. Computerized tomography as a diagnostic tool will be discussed. CT equipment and its application will be investigated and basic CT examinations with related cross sectional anatomy will also be studied. 3 class hours per week. **Prerequisite:** RT6531 Radiologic Technology III.

RT6545 Clinical Practicum IV: A 1-semester course; 3 credit hours. A concurrent aspect of Computers in Radiography, Radiobiology and Special Radiologic Procedures as well as a continual aspect of Radiologic Technology III, Advanced Radiographic Positioning and Fundamentals of Disease Process. The student will apply under direct supervision at the affiliate hospital principles learned in the classroom. Student assignments will be under the direction of the college clinical coordinator and the liaison instructor at the affiliate hospital. Students are required to perform supervised clinical activity and laboratory demonstration for a total of 24 hours per week. **Prerequisites:** RT6535 Clinical Practicum III and RT6541 Computers in Radiography, RT6549 Radiobiology and RT6539 Special Radiologic Procedures concurrently.

RT6549 Radiobiology: A 1-semester course; 3 credit hours. The student will study radiation quantities and units of measurement, maximum permissible dose requirements, the biological effects of radiation, genetic and somatic effects and principles and methods of radiation protection. 3 class hours per week. **Prerequisite:** RT6531 Radiologic Technology III.

Religion

RE1101 World Religions: A 1-semester course; 3 credit hours. A comparative study of the major religions of the world, including Hinduism, Buddhism, Taoism, Confucianism, Sikhism, Judaism, Christianity and Islam. 3 class hours per week.

RE1103 Eastern Philosophies and Religions: A 1-semester course; 3 credit hours. A survey of the major religious traditions of India, China and Japan, with emphasis on Hinduism, Buddhism, Confucianism, Taoism and Shinto. The course is aimed at an acquaintance with the ways of thinking and living, as well as the value judgment inherent in eastern culture traditions. 3 class hours per week.

RE1104 Judaism, Christianity and Islam: A 1-semester course; 3 credit hours. A survey of the Judaic, Christian and Islamic traditions with emphasis on historical and cultural perspective. Attempts are made to assess the role of religion in the ancient, medieval and modern societies of the West and Middle East. 3 class hours per week.

Respiratory Care

RS6614 Introduction to Respiratory Care: A 1-semester course; 7 credit hours. This course provides an introduction and orientation to the field of respiratory care. Major topics include cardiopulmonary anatomy and physiology, medical gas and oxygen therapy; humidity and aerosol therapy; basic patient assessment; an introduction to blood gases and acid-base balance; chest physiotherapy; and finally sterilization and infection control. Physician input will be provided through supplementary lectures from the program's medical director. The lab component covers equipment and procedural skills related to lecture material. Respiratory Practicum I is a corequisite and parallels this course giving the student clinical experience and an opportunity for the application of theoretical principles and content material presented in this course. 6 class hours, 2 lab hours per week. **Corequisite:** RS6615 Respiratory Practicum I.

RS6615 Respiratory Practicum I: A 1-semester course; 2 credit hours. This practicum in a parallel fashion, uses knowledge and skills presented in RS6614 lab and lecture, and applies them to the hospital setting. This practicum includes an orientation to the hospital and competencies in basic respiratory therapeutic procedures. Also included are CPR instruction, certification and an initial preclinical orientation period. Presented at one of the program's hospital affiliates, this practicum is administered jointly by a clinical instructor and the program's clinical coordinator. 8 clinical practicum hours a week. **Corequisite:** RS6614 Introduction to Respiratory Care.

RS6624 Respiratory Procedures and Assessment: A 1-semester course; 7 credit hours. This course presents sections in cardiopulmonary pathophysiology, pulmonary disease, basic pulmonary function testing, clinical application of blood gas analysis, and an introduction to positive pressure breathing, IPPB, mechanical ventilators, and, finally, emergency respiratory care. Physician input will be provided through supplementary lectures from the program's medical director. The lab component covers equipment and procedural skills related to lecture materials. Respiratory Practicum II is a corequisite and an opportunity for the application of theoretical principles and content material presented in this course. 6 class, 2 lab hours per week. **Corequisite:** RS6629 Respiratory Pharmacol-

ogy and RS6625 Respiratory Practicum II. **Prerequisite:** RS6614 and RS6615 with a grade of C or better.

RS6625 Respiratory Practicum II: A 1-semester course; 4 credit hours. This practicum in a parallel fashion uses knowledge and skills presented in RS6624 lecture and lab and applies them to the hospital setting. This practicum continues to build on competencies acquired during the first semester. Emphasis is placed on the day to day therapeutic respiratory procedures. Presented at one of the program's hospital affiliates, this practicum is administered jointly by a clinical instructor and the program's clinical coordinator. 16 clinical practicum hours a week. **Corequisite:** RS6624 Respiratory Procedures and Assessment. **Prerequisite:** RS6614 and RS6615 with a grade of C or better.

RS6629 Respiratory Pharmacology: A 1-semester course; 2 credit hours. This course will present the principles of general pharmacology and action of the major respiratory drugs. In addition, the anatomy and physiology of the autonomic nervous system and its role in drug action will be covered. Drugs will be studied as groups and individually for site and mechanism of action, contraindication and side effects, clinical uses and routes of administration. 2 class hours per week. **Prerequisite:** RS6614 and RS6615.

RS6644 Ventilator Management and PFTs: A 1-semester course; 7 credit hours. This course covers areas of airway and ventilator management, advanced pulmonary function testing, an introduction to neonatal and pediatric respiratory care, cardiopulmonary rehabilitation, and analysis and decision making. Physician input will be provided through supplementary lectures from the program's medical director. The lab component covers equipment and procedural skills related to lecture material. Respiratory Practicum III is a corequisite and parallels this course giving the student clinical experience and an opportunity for the application of theoretical principles and workout material presented in this course. 6 class hours, 2 lab hours per week. **Corequisite:** RS6645 Respiratory Practicum III. **Prerequisite:** RS6624 and RS6625 with a grade of C or better.

RS6645 Respiratory Practicum III: A 1-semester course; 4 credit hours. This practicum in a parallel fashion, uses knowledge and skills presented in RS6644 lecture and lab and applies

them to the hospital setting. This practicum again builds on competencies acquired during previous semesters. Emphasis is placed on airway and ventilator management and a rotation through the pulmonary function lab. Physician input is provided primarily by the program's medical director. Presented at one of the program's hospital affiliates, this practicum is administered jointly by a clinical instructor and the program's clinical coordinator. 16 clinical practicum hours a week. **Corequisite:** RS6644 Ventilator Management & PFTs. **Prerequisite:** RS6624 and RS6625 with a grade of C or better.

RS6654 Respiratory Intensive Care: A 1-semester course; 6 credit hours. This course will provide advanced study in cardiovascular and respiratory disease, emergency respiratory care, respiratory intensive care, and finally neonatal and pediatric respiratory intensive care. There is no lab component to this course. Physician input will be provided through supplementary lectures from the program's medical director. Respiratory Practicum IV is a corequisite and parallels this course giving the student clinical experience and an opportunity for the application of theoretical principles and content material presented in this course. 6 class hours per week. **Corequisite:** RS6655 Respiratory Practicum IV. **Prerequisite:** RS6644 and RS6645 with a grade of C or better.

RS6655 Respiratory Practicum IV: A 1-semester course; 4 credit hours. This practicum in a parallel fashion takes theoretical knowledge presented in RS6654 lecture and applies it to the hospital setting. This practicum builds on competencies acquired during previous semesters. Emphasis is placed on respiratory intensive care. Speciality rotations are established through a neonatal/pediatric facility and a homecare agency. Physician input is provided primarily by the program's medical director. Presented at one of the program's hospital affiliates, this practicum is administered jointly by a clinical instructor and the program's clinical coordinator. 16 clinical practicum hours per week. **Corequisite:** RS6654 Respiratory Intensive Care. **Prerequisite:** RS6644 and RS6645 with a grade of C or better.

RS6659 Respiratory Care Seminar: A 1-semester course; 2 credit hours. This course integrates the psychology of patient care, death and dying, interpersonal relations, the principles of management, use of computers, and other

subjects related to employment in the hospital environment. Since a seminar is defined as a group of advanced students studying under a professor, each doing original research and sharing the results of that research with each other, this course relies heavily on student participation. 2 class hours per week. **Prerequisite:** RS6644 and RS6645.

Science

SC0000 Research Topic in Science: An open-end investigatory course with credit varying from one to three credit hours. Designed for the advanced student who is interested in a career in the sciences. The student will work on a topic of his choice under the direction of one faculty member. Interested students should obtain a list of faculty members showing their areas of specific interest and then consult with the faculty member of his choice before registering for the course. Limited to one semester. This course does not fulfill the science requirement for graduation. **Prerequisite:** Permission of the instructor.

SC5503 Integrated Science I: A 1-semester course; 3 credit hours. This course provides an introduction to the study of the structure and functioning of the human body. Related topics in chemistry, physics and disease are integrated with the appropriate body systems covered. An introduction to microbiology is also included. 3 class hours per week.

SC5504 Integrated Science II: A 1-semester course; 3 credit hours. A continuation of SC5503 covering the body systems not studied in SC5503. Related topics in chemistry, physics and disease are integrated where appropriate. 3 class hours per week.

SC5011 Energy, Environment and Our Future: A 1-semester course; 3 credit hours. Human population and associated energy demands have increased in the last century. This course examines the impact of this development from the points of view of food, technology and urbanization. The study of the progressive deterioration of human balance with the rest of nature shows the way psychological attitudes have to change. This course questions whether the prevailing attitudes and ever increasing energy demands and pollution can continue without destroying the delicate ecological balance that has taken so long to evolve. 3 class hours per week.

SC5514 Plants and Civilization: A 1-semester course; 3 credit hours. Dependence of the human race on plants and plant products. How specific plants produce the food, fuel, beverages, and medicinal products, and the resultant impact on the development of civilization. 3 class hours per week.

SC5516 Introduction to Cancer and Management of the Cancer Patient: A 1-semester course; 2 credit hours. This course will cover cancer diagnosis and treatment. It will address some of the problems related to the cancer patient: socio-economic, medical, psychological and familial. It includes classification of tumors according to tissue of origin and the evolution of various staging systems. 2 class hours per week. **Prerequisite:** Medical Terminology I and Anatomy & Physiology I must be taken prior to or simultaneously with this course.

Shorthand/Dictation/ Transcription

SH6601 Speedwriting I: A 1-semester course; 3 credit hours. Speedwriting I is an entry level alphabetic system of shorthand designed to enable the student to master shorthand in a short time. This course includes principles, brief forms, abbreviations as well as developing the skill of taking dictation. Study of the non-shorthand elements of spelling and punctuation. 3 class hours per week.

SH6602 Speedwriting II: A 1-semester course; 3 credit hours. This course is designed for students who have completed the principles course, Speedwriting I. This course will introduce dictation and transcription techniques. The study of non-shorthand elements of spelling and punctuation will continue. 3 class hours per week. **Prerequisite:** SH6601 Speedwriting I with a grade of "C" or better, or equivalent.

SH6623 Machine Shorthand: A one-semester course; 3 credit hours. A beginning course in which touch shorthand develops through the use of a stenograph machine through introduction and practice activities designed to reinforce keyboard mastery the student acquires a thorough knowledge of the principles of machine shorthand. Four class hours per week.

SH6624 Intermediate Machine Shorthand: A 1-semester course; 3 credit hours. Extension and development of machine shorthand theory. Quick recognition of phonetic sounds, accuracy of notes, and rapid reading are stressed to bring minimum speeds to the level of 100 words a minute. Four class hours a week. **Prerequisite:** SH6623.

SH6625 Advanced Machine Shorthand: A 1-semester course; 3 credit hours. Development of fluent and accurate writing and transcription of material dictated at speeds from 100 to 140 words a minute. Four class hours a week. **Prerequisite:** SH6624 and

TW6622 or equivalent.

SH6692 Legal Transcription for Word Processing: A 1-semester course; 3 credit hours. The course is designed to help students acquire employable skills in transcribing various forms of dictated legal material. Emphasis is placed on the relationship of machine transcription media to the emerging electronic office in accordance with the changing technology of the modern law office. 3 class hour per week. **Prerequisite:** TW6640

Sociology

SO3321 Introduction to Sociology: A 1-semester course; 3 credit hours. This course is designed to provide the student with an understanding of 1) concepts basic to sociology; 2) the impact of social forces on human behavior; 3) modes of social interaction; and 4) relevance of sociology for the student as a member of the human community. 3 class hours per week.

SO3324 Cultural Anthropology: A 1-semester course; 3 credit hours. An introduction to the diversity of contemporary human cultures. A cross-cultural perspective will be used to examine the subsistence patterns, marriage, kinship, political organization, religion and philosophy of selected non-European peoples. Theoretical frameworks to be considered will include evolutionary, cultural materialist, functionalist, personality and culture. 3 class hours per week.

SO3330 Race & Ethnic Relations: A 1-semester course; 3 credit hours. This course is designed to provide students with a sociological perspective of Race and Ethnic Relations. Sociological concepts such as racism, prejudice, ethnicity, culture, etc. will be defined and ex-

plained. A variety of ethnic group experiences will be studied in order to look at their rich and vast contributions to U.S. society. The positive contributions of cultural diversity will also be a major focus of the course. 3 class hours per week.

SO3331 Marriage and the Family: A 1-semester course; 3 credit hours. The main focus of this course is the understanding of the relationship between family forms and social structure. This will involve an investigation of human sexuality, interpersonal communication, relationships, marriage, divorce, and alternative forms of family living. 3 class hours per week.

SO3333 Contemporary Social Problems: A 1-semester course; 3 credit hours. An analysis of the relationship between social structure and social problems in contemporary society. The course will emphasize: 1) the interdependence of all social problems; 2) the interaction between our institutional forms and social problems; and 3) the relationship between values and social action. 3 class hours per week.

SO3343 Juvenile Delinquency: A 1-semester course; 3 credit hours. This course will concern itself with an in-depth study of juvenile delinquency; its various causes, the sociological impact on the community, as well as present rehabilitative efforts which attempt to cope with this serious contemporary problem. May not be offered every semester. 3 class hours per week. **Prerequisite:** SO3321 or permission of the instructor.

SO3353 Introduction to Criminology: A 1-semester course; 3 credit hours. A survey of the patterns and evolution of adult criminal behavior and juvenile delinquency analyzed in terms of various theories of such behavior; types of crime, and the administration of criminal justice. 3 class hours per week.

SO3354 Death and Dying: A 1-semester course; 3 credit hours. America is a death denying society. The hidden aspect of this universal experience has caused untold misery. Openness, honesty, sharing and personal consciousness-raising will enable people to lead richer, happier, more productive lives. Health worker, minister, teachers, police, parents, among others, can benefit from this course. Topics covered include medical definition, historic aspects, children and death, suicide, grief, rituals, and personal acceptance of death. 3 class hours per week.

SO3355 Introduction to Social Services: A 1-semester course; 3 credit hours. An introduction to social work and human service systems in America. An overview of historical and present characteristics and clinical issues in organizations such as family and child welfare agencies, youth and correctional agencies, child care centers, mental health institutions, and other agencies and services concerned with casework, group work and community organization work. Emphasis will be placed on knowledge of agencies and services, as well as worker's role and function in meeting the needs of the client population. 3 class hours per week.

SO3356 Psychosocial Aspects of Aging: A 1-semester course; 3 credit hours. Analysis of current social gerontological literature on theory and research pertaining to biological, psychological, and sociological variables over the adult life span. Age concern in later life, special concerns such as racism, alcoholism, sexuality, retirement, finances, recreation and leisure will be studied. The course will cover the changes in behavior that occur from adulthood to old age with emphasis on those variables which contribute to successful aging. The role of family and community, especially the neighborhood support system will be examined in terms of their interaction with the aging individual. 3 class hours per week.

SO3358 Women and Society: A 1-semester course; 3 credit hours. An analysis of the effect of social structure on the position of women in society. Historical, cross-cultural and biological perspectives will be used to explore attitudes toward women and their economic and political positions. Women's issues will be viewed as they parallel general human issues. The course will encourage discussion of the possible effects of women's equality on the social structure of the future. 3 class hours per week.

Spanish

SP4401/SP4402 Introductory Spanish I & II: A 2-semester course; 3 credit hours per semester. For students who have not completed two years of high school Spanish or the equivalent as determined by the department. Audio-lingual emphasis. Introduction to grammatical patterns, reading and writing. 3 class hours per week.

SP4421 Introductory Conversational Spanish I: A 1-semester course; 3 credit hours. Designed primarily for personnel in public service who need basic communication skills when dealing with speakers of Spanish only. Question/answer format; basic dialogue, pattern practices, specialized vocabularies to meet individual needs. 3 class hours per week.

SP4422 Introductory Conversational Spanish II: A 1-semester course; 3 credit hours. Pattern practice, dialogues, question/answer format; specialized vocabularies to meet individual needs. 3 class hours per week. **Prerequisite:** SP4421 or equivalent.

SP4423 Conversational Spanish III: A 1-semester course; 3 credit hours. This course is open to students who have completed a college-level introductory Spanish course. Question/answer format; dialogues; specialized vocabularies to meet specific needs; specialized writing skills introduced. Conducted in Spanish. 3 class hours per week. **Prerequisite:** SP4422 or equivalent.

SP4424 Conversational Spanish IV: A 1-semester course; 3 credit hours. Question/answer format; specialized writing skills; specialized vocabularies to meet specific needs. Conducted in Spanish. 3 class hours per week. **Prerequisite:** SP4423 or equivalent.

SP4451/SP4452 Intermediate Spanish I & II: A 2-semester course; 3 credit hours per semester. For students who have completed two or more years of high school Spanish or the equivalent as determined by the department, or who have completed SP4401 and SP4402. A continued study of language skills, emphasizing the development of reading ability. 3 class hours per week.

SP4461/SP4462 Review and Progress in Spanish I and II: A 2-semester course; 3 credit hours per semester. A review of basic structure, verbs, and related essentials. Intended for native speakers, Hispanic students, majors and non-majors. Strengthens skills in speaking, reading, and writing. Vocabulary and pronunciation improvement; short compositions. Reading and discussion of selected short stories, poetry and folklore. Course tailored to meet individual needs. 3 class hours per week. **Prerequisite:** SP4401 and SP4402 or permission of the instructor.

Theatre

TH7760 Stagecraft: A 1-semester course; 3 credit hours. Stagecraft is a hands-on course in which students will learn about set design and construction, lighting, costumes, properties, and stage management by doing a variety of projects aimed toward production in dance, as well as theatre. Script analysis from a production point of view, the hierarchy of personnel, and principals of visual composition and color theory will also be included.

TH7765 Introduction to Theatre: A 1-semester course; 3 credit hours. This course has two general goals. First, to introduce the contemporary theatrical world: playwright, producer, theatre structure, director, actor, technicians and designers. Second, to apply knowledge in a practical experience situation. 3 class hours per week.

TH7768 Scene Study: A 1-semester course; 3 credit hours. Performance class offering in-depth scene and monologue study emphasizing character development and script analysis. Various acting techniques will be discussed and utilized. Course objectives will center on the ability of the students to overcome fears and barriers, the development of confidence in public, and the ability to make creative choices. 3 class hours per week.

TH7769 Acting: A 1-semester course; 3 credit hours. A lecture-performance course designed to familiarize the student with basic acting techniques. Discussion and exercises explore the vocal, bodily, and psychological aspects of acting. Script analysis, characterization, and performance. 3 class hours per week.

TH7775 Fundamentals of Play Production: Directing: A 1-semester course; 3 credit hours. The methods and techniques of directing. Adjunct activities – lighting, design, costume, makeup – are included. After seminars and scenework, students direct short plays. 3 class hours per week.

TH7785 Mime: A 1-semester course; 3 credit hours. The mime (or pantomime) expresses ideas and concepts using the body as primary communication. Toward this end, classical mime technique is incorporated with exercises from other movement disciplines. Readings and attendance at professional mime shows add background knowledge which enhances student performance. 3 class hours per week.

TH7795 History of Theatre: A 1-semester course; 3 credit hours. A history of Western theatre from Greek to modern times. The focus of this course is on theatre architecture, production methods, acting styles and dramatic writing style in each period discussed. 3 class hours per week.

TH7799 Rehearsal and Performance: A 1-semester course; 3 credit hours. Students in this course constitute an acting ensemble which produces plays. Course work will include historical, structural and character analysis in both pre-rehearsal and rehearsal. Public performances. Critiques of performances. 3 class hours per week. **Prerequisite:** Audition and written permission of instructor.

Travel and Tourism

TL1001 Introduction to the Travel and Tourism Industry: A 1-semester course; 3 credit hours. This course is designed as an introduction to travel agency operations, policies and procedures. Emphasis will be placed on domestic and international air travel; cruising; railroads, car rentals and charters; hotels; tours and itineraries. Also covered are selling the travel product to the individual, travel agencies and marketing, automation, and travel agency finances. 3 class hours per week.

TL1010 Reservation and Ticketing: A 1-semester course; 3 credit hours. In this course, students will have the opportunity to develop hands on reservation and ticketing skills on computer terminals. Topics covered include building and Passenger Name Record (PNR); PNR modifications; fare quotes and itinerary pricing; automated airline ticket, boarding pass and invoice preparation; auxiliary reservation services such as car rentals, hotels and cruises; queue system; and client and corporate profiles. 2 class hours and 2 lab hours per week.

TL1011 Travel and Tourism Marketing Techniques: A 1-semester course; 3 credit hours. In this course, marketing techniques will be studied as they apply to the travel and tourism business. The marketing aspects of the travel industry will include topics such as elements of the marketing mix; product versus service; locating and researching prospects; travel trends; and commercial accounts. Also covered will be the role of advertising; human behavior in ad-

vertising; psychological appeals; types of advertising; and ethical and legal considerations. Constructing the advertising message and the design of print advertising will be studied as applied to different types of media, as well as the planning of publicity and promotional techniques. 3 class hours per week.

TL1012 Legal Aspects of Travel Agency Operations: A 1-semester course; 3 credit hours. This course will cover the legal ramifications, scope of authority and responsibilities of the parties involved in travel agency operations. Topics include insurance coverage, contracts, functions of the Travel Agency Commissioner, legal aspects of travel agency finances, legal restraints on advertisement and the establishment of a travel agency. The course will include case studies as well as sample contracts and forms such as disclaimers, retainer contracts, promissory notes, demand notes, publicity releases and employment contracts. 3 class hours per week.



Directories

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John J. Linnehan, Chairman

Director, C. Frank Linnehan & Son Funeral Service, Haverhill

Carol Abbott, Director

Women's Crisis Center of Newburyport

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Joseph Gangi, Business Manager

Carpenters Local III, Lawrence

Terry Kenney, Associate

Elevator Systems Inspection, Inc., Haverhill

David Lajoie, Manager, Training and Development

Raytheon Corporation, Andover

William Lane, President

Holy Family Hospital, Methuen

Shirley Magnanti, President

Greater Newburyport Chamber of Commerce and Industry, Newburyport

Roger H. Muir, Regional Director, Department of Employment and Training

Massachusetts State Employment Service, Lawrence

Maria Quintana, Assistant Vice President

Arlington Trust Company, Lawrence

George Sheehan

Massachusetts Office of Business Development, Lowell

Peter Vanier, Director

Department of Training & Development, City of Lawrence

ADJUNCT FACULTY

Dr. Eugene Beliveau, Dental Assistant

Dr. William Benson, Dental Assistant

Carlton Boucher, R.R.T., Respiratory Care

Lt. John Boudreau, Criminal Justice

Steve Capistran, R.R.T., Respiratory Care

Diane Choquette, R.R.T., Respiratory Care

Matty Cinqueregrana, R.T.R., Radiologic Technology

Chief Phillip Consentino, Criminal Justice

Paul Courtemanche, Class Officer, Criminal Justice

Chief Norman Crawford, Criminal Justice

Dir. Paul DeJoie, Criminal Justice

Chief Donald DeSantis, Criminal Justice

Dr. Grace Donoghue, Dental Assistant

Dr. John Doykos, Dental Assistant

Atty. Carleton Eldridge, Criminal Justice
Lt. William R. Foster, Criminal Justice
Lt. Paul Gallagher, Criminal Justice
Dr. Joseph Giordano, Dental Assistant
Sgt. Alan Gould, Criminal Justice
Michael Jackson, R.R.T., Respiratory Care
Chief James Johnson, Criminal Justice
Dr. Joseph Kalil, Dental Assistant
Dr. Rudolph Lantelme, Dental Assistant
Dr. Thomas Leonard, Dental Assistant
Dr. Thomas Lewis, Dental Assistant
Capt. Bruce MacDougall, Criminal Justice
Chief John Mackey, Criminal Justice
Dr. Peter Manis, Dental Assistant
Rosemary Melia, R.T.(R.), Radiologic Technology
Chief Roger Merry, Criminal Justice
Dr. Sharon Moughan, Dental Assistant
Capt. Russell Moynihan, Criminal Justice
Deputy Chief Bernard Nalley, Criminal Justice
Capt. Thomas Nastasia, Criminal Justice
City Marshall Francis O'Connor, Criminal Justice
Chief Robert Peachey, Criminal Justice
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Salvatore Quinci, C.R.T.T., Respiratory Care
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Dr. Howard Smith, Dental Assistant
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Chief Richard Spencer, Criminal Justice
Chief Richard Stanley, Criminal Justice
Woodie Surpitski, R.T.(R.), Radiologic Technology
Steven Turner, Criminal Justice
Thomas Twohey, Criminal Justice
Dr. Neil Twomey, Dental Assistant
Dr. Robert Urbon, Dental Assistant
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Chief Douglas Warren, Criminal Justice
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Dr. Rudolph Lantelme, Endodontist, North Andover
Drs. Lem & Giordano, Orthodontists, Lawrence
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Dr. Donald Lewis, Haverhill
Dr. Peter Manis, Orthodontist, Haverhill
Dr. Sharon Moughan, Bradford
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Dr. John Rizza, North Andover
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Dr. Douglas Shealy, Rowley
Dr. Norman Shepard, Oral Surgeon, Haverhill
Dr. Howard Smith, Lawrence

Dr. Neil Twomey, Lawrence
Dr. Robert Urbon, Lawrence
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Dr. S. Jerome Zackin, Periodontist, Lawrence

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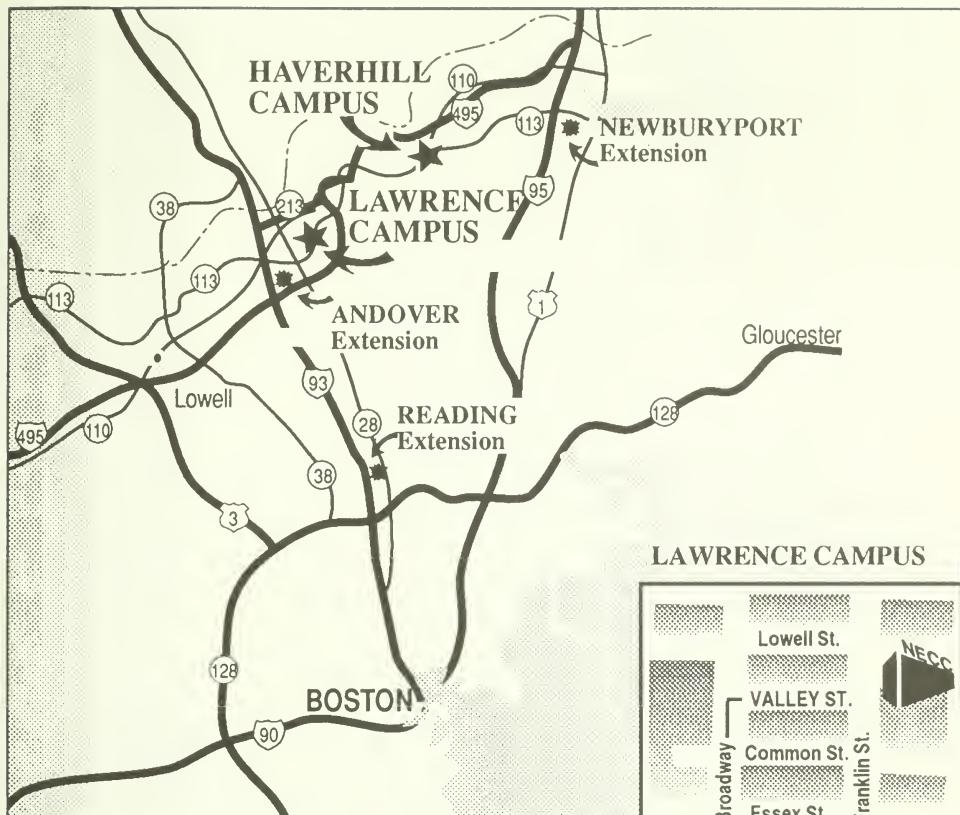
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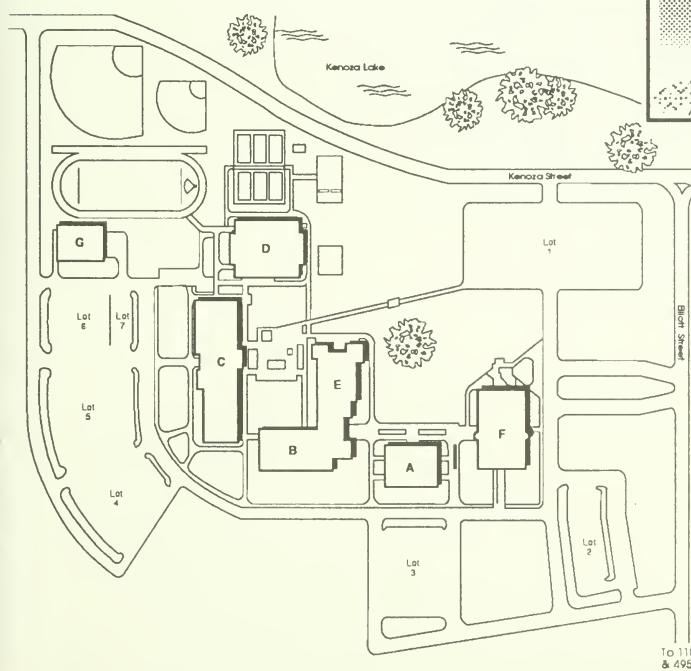
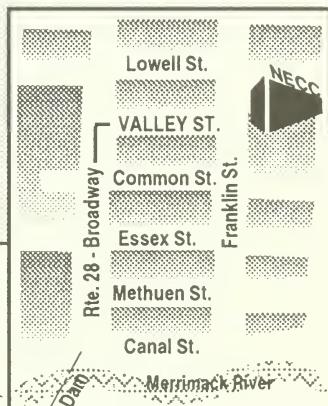
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